



STAFF REPORT

DATE: 06/20/2023

REGULAR

TO: CITY COUNCIL
AGENDA ITEM: Baseball Fields
FROM: Adam Swanepoel, Assistant Public Works Director
REVIEWED BY: Marty Powers, Public Works Director
Kristina Handt City Administrator

BACKGROUND:

On April 4, 2023, staff reviewed eight possible baseball fields within the City of Lake Elmo to consider updating as part of a ballfield improvement project. Staff suggested four separate options including Reid Park Pebble Park, Ridge Park and Stonegate. Staff took into consideration parking, access to water/sewer, electrical and accessibility. The Parks Commission recommended to consider Ridge and Reid Park for future updates.

After a review of the parks, council moved forward with requesting staff to prepare a proposal for professional design services for Reid Park, Ridge Park and Pebble Park. City staff created a RFP and requested all submittals be returned by May 23.

Since submitting the RFP staff was informed Ridge Park is part of the Minnesota Land Trust, if we seek to do any updates to Ridge park we should include the Land Trust in future conversations to remain consistent with the agreement.

ISSUE BEFORE COUNCIL:

Would the City Council like to contract one of the following firms to conduct a formal design and bid documents?

Which fields would City Council like to move forward with designing?

PROPOSAL DETAILS/ANALYSIS:

Proposals were due to the City on May 23, 2023. At that time we received six proposals. The following is a summary of the proposals submitted.

	Reid Park	Ridge Park	Turf / Ridge	Pebble
Todd Bruchu – Lake Elmo Baseball	\$0	\$0	\$0	\$0
Matt Woodruff - Larson Eng	\$ 29,000.00	\$ 59,500.00	\$ 63,000.00	\$ 19,500.00
Robert Slipka - WSB	\$ 108,000.00	\$ 155,000.00	\$ 173,500.00	\$ 72,000.00
Steve Rauh - Bolton Menk	\$ 44,400.00	\$ 93,700.00	\$ 46,500.00	\$ 30,800.00
Dan Folsom - Design Tree	\$ 25,000.00	\$ 60,000.00	\$ 60,000.00	\$ 30,000.00

Steven Foss - TKDA	\$ 32,400.00	\$ 37,100.00	\$ 38,400.00	\$ 21,600.00
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A review of the proposals found five of the six applicants submitted complete proposals with the required qualifications. Upon review Todd Bruchu – Lake Elmo Baseball’s proposal did not fulfill all requirements and was rejected. Based off the information provided by all applicants, Larson Engineering who assisted in the development of the Lions Park ballfield, under the design direction of Miller Architecture Inc, presented the lowest price to design the reconstruction of Reid and Pebble Park together. TKDA provided the lowest pricing options at Ridge Park with either a grass or turf field. TDKA’s hourly rates for services are slightly cheaper based off their hourly rate schedule than most other competitors. Overall if all three parks were sought to be reviewed for design, TDKA would provide the best value and have the history and experience to complete the proposed baseball improvement project.

FISCAL IMPACT:

Set aside in the Park Dedication funds is one million dollars available for the baseball improvement project. Selection of one or a combination of the fields for designing purposes will reduce the available funds by the selection of field and firm selected.

OPTIONS:

- 1) Approve contracting TDKA for design services for Reid, Pebble and Ridge fields.
- 2) Do not pursue design services at this time

RECOMMENDATION:

Motion to approve contracting for design services for Reid, Pebble and Ridge Park from TDKA in a not to exceed amount of \$92,400.

ATTACHMENTS:

REQUEST FOR PROPOSALS
CITY OF LAKE ELMO BASEBALL FIELD PROJECT
May 22, 2023



Lake Elmo Baseball Association is a volunteer, non-profit organization, led by a nine member Board of Directors. We have been administering Youth Baseball in Lake Elmo for over 30 years. As you know, our home games are played on Lions and VFW ball parks. You also know that with the rapid growth in our community, we have more players than we can handle on these two fields. This summer, our 20 teams will compete in almost 600 games, on many ball diamonds, in many communities across the East Metro Area. Our knowledge and experience with youth baseball, along with our firsthand exposure to what works, what doesn't work, and what other cities are providing, is why we think we are the perfect partners to work with the City of Lake Elmo on this Baseball Field Project.

Lake Elmo Baseball has worked well with the city on many ballpark improvements over the years. Some examples are:

- Building of Dugouts at VFW. The city paid for the materials, Lake Elmo Baseball provided volunteer labor to build and paint the structures.
- Through a generous donation from one of our families, we purchased and installed electronic scoreboards at both Lions and VFW Parks.
- Helped coordinate the installation of Musco Lighting at VFW Park (2002).
- Helped coordinate the installation of new fencing at VFW Park (Century Fence).
- Provided material and labor for grass infield.
- Flagpole, Batting Cages, Pitching Mounds.
- Assisted in building the new Dugouts at Lions Park.
- General maintenance, clean-up, and day to day grooming of both ballfields.

We feel there are no better stewards of Lake Elmo's Ball Parks, than Lake Elmo Baseball Association.

Thank you for considering our Baseball Field Project Proposal,
Lake Elmo Baseball Association



Todd Bruchu

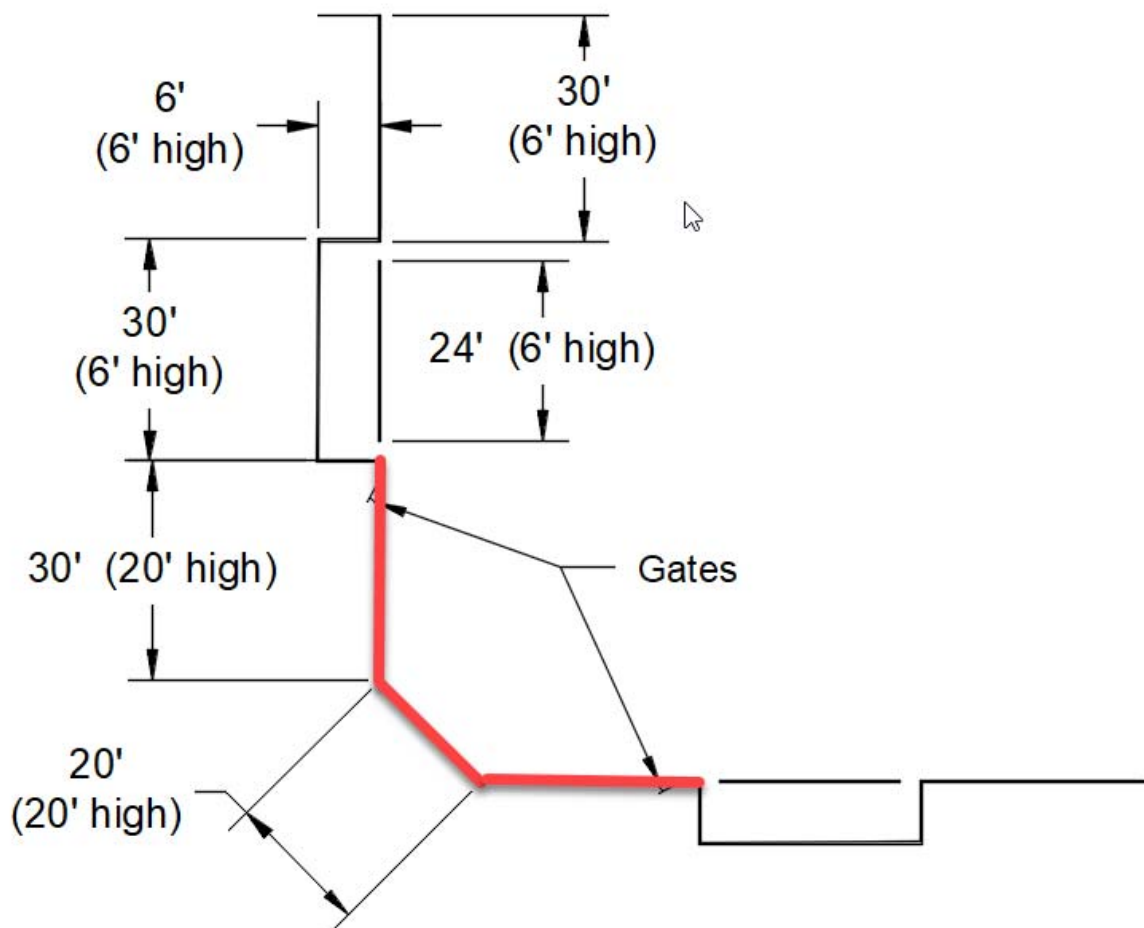
Our Baseball Field Project Proposal is to upgrade Reid Park to meet Standard League Play Requirements for competitive Youth Baseball. Included in the design are some wonderful amenities to give the kids a great baseball experience and a ballpark that we can be proud of when hosting home games.

We recognize that Reid Park is a multi-purpose park and that permanent outfield fencing limits the use of this park for other sports like football and soccer. Therefore, our proposal includes portable outfield fencing that can be taken down when the baseball season is over.

Scope of Work



Proposed Baseball Backstop and Dugout Structure



Midwest Fence & Mfg.

525 E. Villaume Ave.
South St. Paul, MN 55075
Phone: 651.451.2222 | Fax: 651.451.6939

Company: Lake Elmo Baseball Association

Contact: Todd Bruchu

Date: 4/17/2023

Address: _____

Office #: _____

Cell #: 651-247-6354

City: Lake Elmo State: MN Zip: _____

PO #: _____

Job #: _____

Job Site: Reid Park

11430 30th St. N

Lake Elmo, MN 55042

Estimator: Nick Hatchett

Email: NickH@Midwestfenceco.com

Mobile: 763-268-9026

Quantity	Description	Amount
	Furnish & Install: (Backstop, Dugouts, & Sidelines)	
192 L.F.	6' High Galvanized Chain Link Fence (2-Rail)	
80 L.F.	20' High Galvanized Chain Link Fence (5-Rail)	
2	4' Wide x 10' High Galvanized Chain Link Fence - Single Swing Gates	
	Total:	\$ 26,474.00
	Fence Specs:	
	6' High Fence:	
	Line Posts: 2-1/2" O.D. / End/Corner Posts: 3" O.D. - All Driven 48" Below Surface	
	Top & Bottom Rail: 1-5/8" O.D. / Chain Link: 9 Gauge, 2" Mesh	
	SS40 commercial grade pipe.	
	20' High Fence:	
	Posts: 4" O.D. / 5-Rails: 1-5/8" O.D.	
	Chain Link (Behind Home Plate): 6 Gauge, 2" Mesh / Chain Link (Everywhere Else): 9 Gauge, 2" Mesh	
	SS40 commercial grade pipe.	
	Proposal is valid for 14 days.	
	TOTAL	\$ 26,474.00

Fence lines, property lines and elevations to be provided by owner, construction manager or general contractor. ALL permits, fees and private utilities are the sole responsibility of the customer. Unless otherwise stated, owner is responsible for obstruction removal of every nature which will interfere with the fence installation. This proposal assumes normal ground conditions and excludes installation through rock, concrete and backfill. Unless otherwise stated, ALL hand digging is excluded. Should rocky or excessive hard digging be encountered, this proposal is subject to additional labor costs. Midwest Fence shall furnish only the materials and labor specified in this proposal. Any deviation from the above specifications will be subject to a change order.

A Service charge of 1.5% (18% annually) will be applied on all past due balances. The purchaser shall be responsible for any and all collection and legal costs incurred by Midwest Fence in the event of this bill becoming past due. Midwest Fence reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

Customer Signature _____

Date _____



Sportaflex Premier Fence

Sportaflex is a modular, portable, lightweight fencing system designed for use as portable sports fencing on athletic and recreational playing fields. An optional attachment allows Sportaflex Fence panels can be used on any level surface, indoors or out, providing a valuable tool for crowd control and event management.



Note:

This is the type of portable fencing used at Johnny Cake Ridge Park in Apple Valley and we know from experience that it plays very well.

Sportaflex, LLC

1042 N Higley Rd #102-410
Mesa, AZ 85205
+1 8005113596
sales@sportaflex.com

**Estimate****ADDRESS**

Todd Bruchu
Lake Elmo Baseball Association

SHIP TO

Todd Bruchu
Lake Elmo Baseball Association

ESTIMATE

23248

DATE

04/03/2023

EXPIRATION

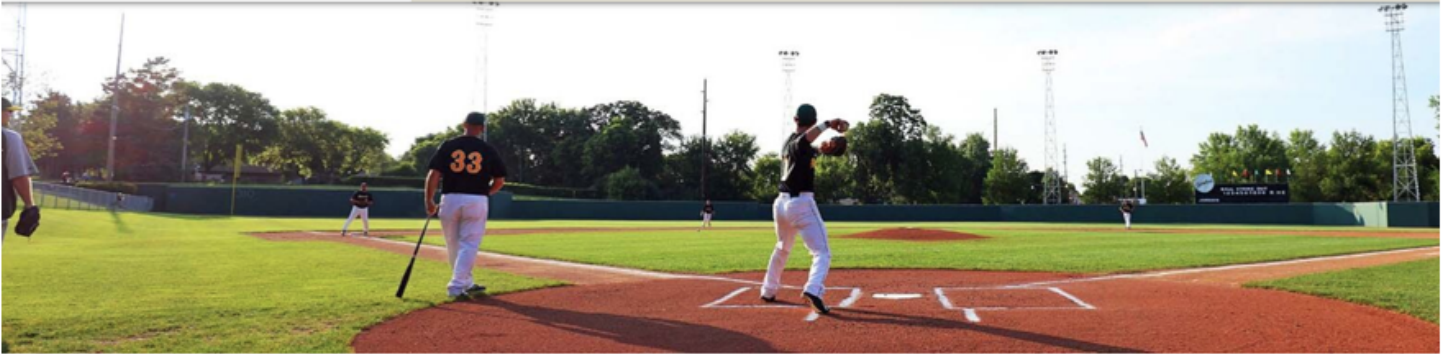
05/03/2023

DATE

ACTIVITY	DESCRIPTION	QTY	PRICE	AMOUNT
1114-1	Sportaflex Premier 4.5' Non-Spring Frame	41	171.25	7,021.25
4004-1	Mesh Panel Pro-Knit 4 ft.	41	55.00	2,255.00
1320-1	In-Ground Post Anchor Kit - Non-Spring	42	63.40	2,662.80
1300-2	Post Anchor Mounting Bracket_F-12 inch Post Anchor designed for wet or soft soil types. Recommended for season-long installs or with use of sleeves. NOT FOR USE WITH SPRINGS	42	38.75	
1301-3	Wing Stabilizer-Galvanized Steel that works in conjunction with sleeve for better performance in wind.	42	12.50	
1200-2	15" PVC Sleeve with Top Cap Two Inch Width	42	12.15	
1400-1	Top Rail Pad 8 ft-Eight Foot Deluxe Foam top-rail pad with padding.	52	30.00	1,560.00
Freight Quote	Freight Charges NOT included in this Quote and will be added to final invoice.	1	0.00	0.00

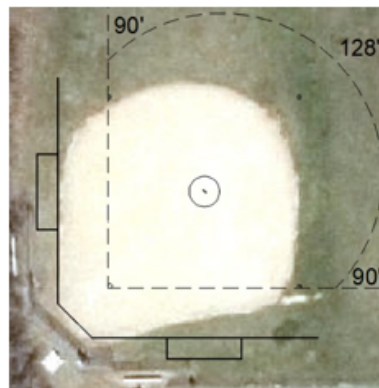
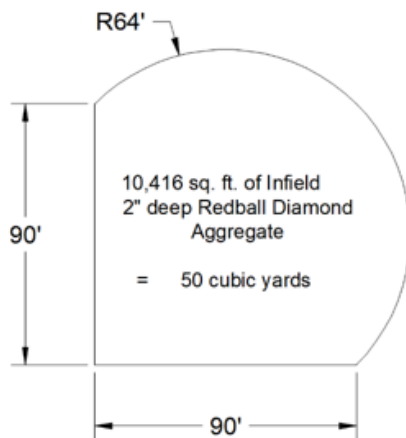
This quote is valid for 30 days.

SUBTOTAL	13,499.05
TAX	0.00
TOTAL	\$13,499.05



Ball Field Aggregate

Have you ever wondered what that RED STUFF on baseball and softball diamonds is? Welcome to the home of **Red Ball Diamond Aggregate** or R.B.D.A.. This highly specialized product is a finely crushed dolomitic limestone, mined in **Shakopee, Minnesota**.



Bryan Rock, Shakopee MN

\$30 per yard Delivered

50 yards * \$30 = **\$1,500**

Bleachers & Benches > Team Benches



All-Aluminum Team Benches

All-aluminum construction with 10" seats, with or without backrests. Available in lengths of 6', 15', and 21'. Portable mount standard, ground anchors available for permanent of surface mount. 6' ships ground oversized. 15' and 21' ship via truck.

► Typically ships within 10–15 business days.

\$1,569

1

QTY

ADD TO CART

Item 115-445-089

STYLE

Portable Mount with backrests

SIZE

21'L

Clear Selection

Like

Tweet

Save

✉

Home Building Styles ▾ Features & Options ▾



Price

Home / Inventory / Ready to Be Delivered / 10×16 White and Green 6×7 Garage Roll up

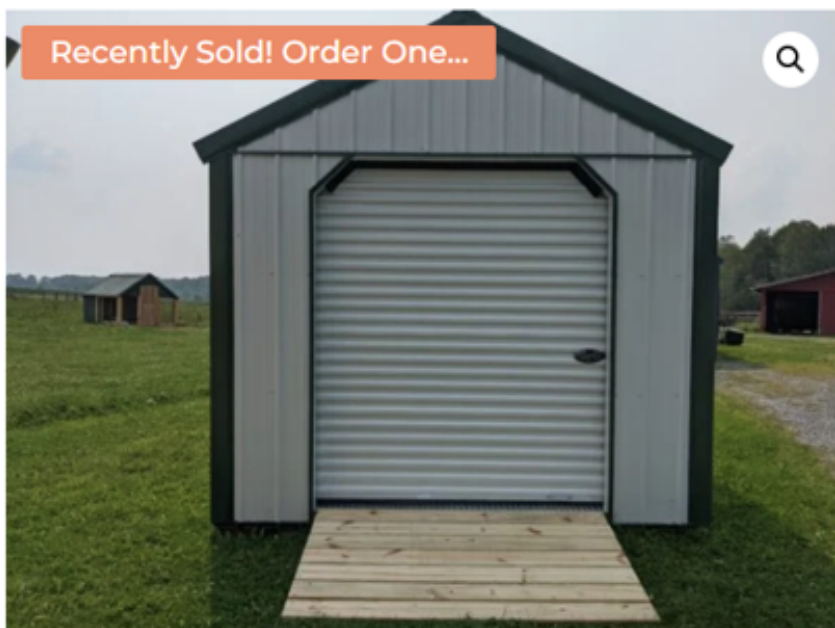
Recently Sold! Order One...



10×16 White and Green Roll up

\$7,809.35

Categories: Inventory, Ready to Be Delivered



Cost Estimates

Design Fees = \$0

Engineering Fees = \$0 (included in estimates)

Backstop and Dugout Fencing (Installed) ≈ \$26,474

Portable Outfield Fencing ≈ \$13,500 plus shipping

Two Players Benches @ \$1,600 ≈ \$3,200 plus shipping

Concrete Slabs for Dugouts and Storage Shed, 552 sq. ft. @ \$6.50 ≈ \$3,600

Red Ball Diamond Aggregate 50 yards @ \$30 delivered ≈ \$1,500

Excavation (Bobcat work), 8 hours @ \$200 ≈ \$1,600

Pre-Built Steel Storage Shed ≈ \$8,000 plus shipping

Total Project Not to Exceed \$65,000

Estimated Timeframe

Summer 2023

EXHIBIT A

PROPOSAL FORM

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed \$ 0
2. Professional services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**, a number not to exceed \$ 0
3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed \$ 0

Signature of Proposer: Todd Bruchu

Name of Proposer: Todd Bruchu

Address: 3150 Klondike Ave Lake Elmo, MN 55042

Phone Number: 651-247-6354

Email Address: todd.bruchu@andersencorp.com

**CONSERVATION EASEMENT
PARKVIEW ESTATES**

THIS CONSERVATION EASEMENT is entered into this 17th day of February, 1998, by and between Lyman Development Co., a Minnesota corporation, whose address is 300 Morse Avenue, Excelsior, MN 55331 ("**Owner**"); the Minnesota Land Trust, a Minnesota nonprofit corporation having its principal office in Minneapolis, Minnesota ("**Trust**"); and the City of Lake Elmo, a Minnesota statutory city ("**City**").

WITNESSETH:

- A. Owner is the sole owner in fee simple of certain real property described below, consisting of approximately 31.83 acres of land, together with buildings and other improvements located in Washington County, Minnesota ("**Protected Land**").

Outlots A, D, and E, Parkview Estates

- B. The Protected Land is primarily farmland, woodland, riparian areas and open space. In addition, the Protected Land has outstanding scenic qualities that can be enjoyed by the public from County Highway 13 in the City of Lake Elmo.
- C. The natural, scenic and agricultural qualities and forested, riparian and open space character ("**Conservation Values**") of the Protected Land are set forth in a Property Report dated the 19th day of May, 1998, ("**Property Report**") which is on file with the Trust and which the parties acknowledge accurately represents the present condition of the Protected Land. Each of the parties has a copy of the Property Report. The Trust intends to use the Property Report in monitoring subsequent uses of the Protected Land and enforcing the terms of this Conservation Easement. Notwithstanding this, the parties may use all other relevant evidence to establish the present condition of the Protected Land in the event of a disagreement as to whether a subsequent activity or use is consistent with the terms of this Conservation Easement.
- D. Owner intends to convey to the Trust the right to preserve and protect the Conservation Values of the Protected Land in perpetuity and to prevent or remedy subsequent activities or uses that are inconsistent with the terms of this Conservation Easement.
- E. The grant of this Conservation Easement will serve the policies of the State of Minnesota which encourage the protection of Minnesota's natural resources and which encourage the use and improvement of the agricultural land for the long-term production of food, as set forth, in part, in

Minnesota Statutes Section 40A.04 (State Agricultural Land Preservation), and in Section 84C.01-02 (Conservation Easements), and will further the purpose and intent of the City's Comprehensive Land Use Plan and Open Space Preservation District Regulations (both herein "**City Development Regulations**").

- F. The Trust is a publicly supported, nonprofit corporation which seeks to protect the natural, scenic, agricultural, forested, and open space conditions of land in Minnesota. In addition, the Trust is qualified as a conservation organization under Sections 501(c)(3) and 170(h) of the Internal Revenue Code. The Trust has agreed to assume the obligation of protecting the natural and scenic qualities of the Protected Land in perpetuity according to the terms of this Conservation Easement.
- G. The parties acknowledge that, as a local unit of government, the City has a direct interest in the enforcement of the terms of this Conservation Easement and may be in a better position than the Trust to monitor compliance with the terms of this Conservation Easement.

NOW, THEREFORE, in consideration of their mutual covenants and pursuant to the provisions relating to conservation easements set forth in Minnesota Statutes Sections 84C.01-.05, Owner conveys and warrants to the Trust and the Trust accepts a perpetual conservation easement on the Protected Land of the character and to the extent set forth herein.

1. **Intent.** The parties intend to permanently retain the Protected Land in its predominantly agricultural, natural and scenic condition and to prevent or remedy any subsequent activity or use that significantly impairs or interferes with the Conservation Values of the Protected Land. Owner intends to restrict all subsequent use of the Protected Land to activities consistent with the terms of this Conservation Easement.

2. **Trust's Rights.** To accomplish the parties' intent, Owner conveys the following rights to the Trust as specified below:

- a. The Trust shall preserve and protect the Conservation Values of the Protected Land pursuant to the terms of this Conservation Easement.
- b. The Trust may enter the Protected Land at reasonable times to monitor subsequent activities and uses and to enforce the terms of this Conservation Easement. The Trust shall give reasonable notice to Owner of all such entries and shall not unreasonably interfere with Owner's use and quiet enjoyment of the Protected Land.

- c. The Trust may act, pursuant to Paragraph 19, to prevent or remedy all subsequent activities and uses of the Protected Land not consistent with the terms of this Conservation Easement.

3. **Prohibited Uses.** Owner shall not perform or knowingly allow others to perform acts on the Protected Land that would significantly impair or interfere with the Conservation Values of the Protected Land. This general restriction is not limited by the more specific restrictions set forth in Paragraphs 4-14. The parties acknowledge that the present use of the Protected Land as described on the Property Report is consistent with the terms of this Conservation Easement and the City's Development Regulations. The owner may, subject to the restrictions set forth in Paragraphs 4-14, continue making such use of the Protected Land.

4. **Residential, Commercial & Industrial Uses.** Owner shall not subdivide all or part of the Protected Lands for residential, commercial or industrial development. Owner shall not subdivide, either legally or physically, the Protected Land for any other reason without the prior written approval of the Trust. Owner shall not engage in commercial or industrial activities on the Protected Land, other than the activities relating to agricultural operations as set forth in Paragraph 7. Owner shall not engage in the exploration or extraction of soil, sand, gravel, rock minerals, hydrocarbons or any other natural resource on or from the Protected Land. Owner shall not grant rights of way on the Protected Land in conjunction with commercial or industrial activities or residential development on lands other than the Protected Land, except for access to adjacent parcels owned by Owner.

5. **Construction.** Except as hereinafter provided, Owner shall not construct or install additional buildings or improvements of any kind including, without limitation, driveways, parking lots, and roads, on the Protected Land, except as specified herein. Owner may maintain, repair, and replace existing roads but shall not widen them unless doing so lessens the environmental impact of the road on the Protected Land and Owner has obtained the prior written approval of the Trust. Owner may maintain, renovate, expand or replace existing agricultural and related buildings or improvements in substantially their present location. Any expansion or replacement of an existing building or improvement shall not substantially alter its character or function, and shall not exceed its current square footage by more than twenty-five percent, without the prior written approval of the Trust. Fences shall be allowed on the perimeter of the protected land.

6. **Utility Systems.** Owner may maintain, repair, and replace existing utility systems on the Protected Land including, without limitation, water, sewer, power, fuel, and communications lines and related facilities. Owner shall not install new utility systems or extensions of existing utility systems on the Protected Land

including, without limitation, water, sewer, power, fuel, and communications lines and related facilities, without the prior approval of the Trust except as needed to serve any additional uses, buildings, and improvements permitted by the terms of this Conservation Easement. Owner may install, maintain, and replace irrigation systems used on the Protected Land. Owner may install sewage systems on or under the Protected Land which comply with all existing federal, state and local regulations regarding water quality and other environmental concerns, and which do not disrupt other activities permitted under the terms of this Conservation Easement.

7. **Agricultural Use.** Owner may conduct agricultural operations in areas currently being used for agricultural operations on the Protected Land. For purposes of this paragraph, the term Agricultural Operations shall mean raising limited livestock, growing crops to feed such livestock, and growing crops for sale in the agricultural or retail marketplace. Agricultural Operations shall not include intensive livestock production.

8. **Surface Alteration.** Owner shall not alter the surface of the Protected Land including, without limitation, the filling, excavation, or removal of soil, sand, gravel, rocks, or other material except as reasonably required in the course of activities or uses permitted under the terms of this Conservation Easement or as reasonably required during the initial development of the adjacent property owned by Owner. Such initial development period shall expire no later than the 17th day of February, 2001.

9. **Soil and Water Degradation.** Owner shall not engage in activities or uses that cause or are likely to cause soil degradation, erosion, or water pollution, either on the surface or underground, except for activities or uses reasonably required in the course of Agricultural Operations permitted by Paragraph 7.

10. **Waste Removal.** Owner shall not dump or dispose of refuse or other waste material on the Protected Land although, subject to applicable laws and regulations, Owner may dispose of brush and other plant material from the Protected Land by burning or composting if such material results from Agricultural Operations permitted by Paragraph 7 or other activities or uses permitted by this Conservation Easement. Subject to the applicable laws and regulations, Owner may store and make use of agricultural products and by-products including, without limitation, crops, silage, fertilizers, lime, and manure on the Protected Land if such material results from or is to be used in agricultural operations permitted by Paragraph 7.

11. **Water Bodies and Courses.** Owner shall not alter existing bodies of water or water courses or construct new bodies of water or water courses on the Protected Land except as reasonably required for the activities or uses permitted by the terms of this

Conservation Easement or to enhance wildlife habitat or water quality.

12. Trees, Shrubs, and Vegetation. Owner shall not remove, destroy, cut, mow, or alter trees, shrubs, and other vegetation except (i) for areas immediately adjacent to buildings or improvements permitted by Paragraph 5 (ii) as reasonably required for agricultural operations permitted by Paragraph 7, (iii) to prevent or control insects, noxious weeds, diseases, fire, personal injury, or property damage, (iv) for firewood or construction material intended for residential use on the protected Land or adjacent land (v) as reasonably required to construct and maintain the trails permitted in Paragraph 13 (vi) selective cutting for harvest pursuant to sound forest management practices, and (vii) for other activities or uses permitted by the terms of this Conservation Easement.

13. Recreational Use. Except as herein provided, Owner may establish and maintain trails for fire breaks, walking, horseback riding, cross-country skiing, and other non-motorized recreational activities on or across the Protected Land. Owner shall not use or allow others to use motorcycles, all-terrain vehicles, or other motorized vehicles on the Protected Land except as reasonably required for other activities or uses permitted by the terms of this Conservation Easement. The City may use Outlot E, Parkview Estates, for public recreational purposes, including construction of normal park buildings and surface improvements, and as part of its park system.

14. Signs. Owner shall not erect or install any signs or billboards on the Protected Land except for signs stating the name and address of the Protected Land or adjacent land or the name of the persons residing on the Protected Land, announcing the sale or lease of the Protected Land or the activities or uses permitted by the terms of this Conservation Easement, designating the boundaries of or directions to the Protected Land, or restricting entry to or use of the Protected Land. With the prior written approval of the Owner, the Trust may erect or install signs announcing that the Protected Land is subject to this Conservation Easement. For all signs permitted by this Paragraph, the location, number, and design must not significantly diminish the natural and scenic qualities of the Protected Land.

15. Trust's Approval. The requirement that Owner obtain the prior written approval of the Trust is intended to let the Trust study the proposed use and decide if it is consistent with this Conservation Easement and maintains or enhances the Conservation Values of the Protected Land. Owner shall submit a request in writing to the Trust at least ninety days prior to the proposed date of commencement of the use in question. The request shall set out the use for which approval is sought, its design and location, the impact of the proposed use on the Conservation Values of the

Protected Land, and other material information in sufficient detail to allow the Trust to make an informed judgment that the proposed use is or is not consistent with this Conservation Easement or would adversely effect the Conservation Values of the Protected Land. The Trust shall notify Owner in writing of its decision within sixty days of its receipt of Owner's request. Where the proposed use or modification of use requires a development permit or other approval from the City pursuant to the City's Development Regulations, the Owner shall follow the process described in such regulations and the City shall notify the Owner of its decision within sixty (60) days of receipt of a completed application from the Owner. The Trust and the City may withhold their respective approvals only on a reasonable determination that the proposed use would be inconsistent with this Conservation Easement, impairs the Conservation Values of the Protected Land, results in violation of any applicable law or regulation or that it lacks information in sufficient detail to reach an informed judgment that the proposed use is or is not consistent with this Conservation Easement. The Trust may condition its approval on the Owner's acceptance of modifications which, in the Trust's judgment, would make the proposed use, as modified, consistent with this Conservation Easement or protects the Conservation Values of the Protected Land.

16. **Public Access.** No right of access by the public to any portion of the Protected Land is conveyed by this Conservation Easement.

17. **Reserved Rights.** Owner reserves all rights accruing from its ownership of the Protected Land including, without limitation, the right to engage in or allow others to engage in all activities or uses of the Protected Land that are not prohibited or limited by this Conservation Easement or the City's Development Regulations, the right to exclude all or any of the public from the Protected Land and to sell or transfer all or part of the Protected Land subject to this Conservation Easement. Owner shall inform all others who exercise any right by or through it on the Protected Land of the terms of this Conservation Easement. Owner shall incorporate by reference the terms of this Conservation Easement in all deeds or other legal instruments by which they transfer any interest, including a leasehold interest, in all or part of the Protected Land. Owner shall give sixty (60) days prior written notification to the Trust and the City of a transfer of all or any part of fee title to the Protected Land, provided that such notice shall not be required for conveyances of protected land to the City or to the Homeowners Association created by the Owner in connection with the platting of Parkview Estates.

18. **Costs and Liabilities.** Owner retains all obligations and shall bear all costs and liabilities of any kind accruing from their ownership of the Protected Land including the following responsibilities:

- a. Owner shall remain solely responsible for the operations, upkeep, and maintenance of the Protected Land. Owner shall keep the Protected Land free of all liens arising out of work performed for, materials furnished to, or obligations incurred by Owner.
- b. Owner shall pay all taxes and assessments levied against the Protected Land including any taxes or assessments levied against the interest of the Trust established by this Conservation Easement. The Trust may, but is not obligated to, make any payment of taxes or assessments levied against the Protected Land or the interest established by this Conservation Easement and shall have a right of reimbursement against the Owner for such amounts.
- c. Owner shall remain solely responsible for maintaining liability insurance for its uses of the Protected Land and the Protected Land itself. Liability insurance policies maintained by the Owner covering the Protected Land (except Outlot E, Parkview Estates) will name the Trust and the City as additional named insureds. Owner shall hold harmless, indemnify, and defend the Trust and the City from and against all liabilities, penalties, costs, losses, damages, expenses, causes of action, claims, demands, or judgments, including, without limitation, reasonable attorney's fees, arising out of or relating to (i) personal injury, data or property damage resulting from an act, omission, or condition on or about the Protected Land (except Outlot E, Parkview Estates) unless due solely to the negligence or willful act of the Trust and the City (ii) the obligations retained by Owner to maintain the Protected Land and pay taxes in Paragraphs 18(A) and (B), and (iii) the existence of this Conservation Easement.

19. **Enforcement.** If the Trust or City find at any time that Owner has breached or may breach the terms of this Conservation Easement, the Trust or City may give written notice of the breach to Owner and demand action to cure the breach including, without limitation, restoration of the Protected Land. If Owner does not cure the breach within thirty days of notice, the Trust or City may commence an action to (i) enforce the terms of this Conservation Easement (ii) enjoin the breach, ex parte if needed, either temporarily or permanently, (iii) recover damages, (iv) require restoration of the Protected Land to its condition prior to Owner's breach, and (v) pursue any other remedies available to it in law or equity. If the Trust or the City determine that immediate action is needed to prevent or mitigate significant damage to the Protected Land, the Trust or City may pursue its remedies under this Paragraph without written notice or giving Owner time to cure the breach.

20. **Costs of Enforcement.** If the Trust or City prevail in an action brought under Paragraph 19, Owner shall reimburse the Trust or City for all costs incurred by the Trust or City in enforcing the terms of this Conservation Easement including, without limitation, costs of suit, reasonable attorney's fees, and costs of restoration. If Owner prevails and the District Court finds that the Trust or City brought the action without reasonable cause or in bad faith, the Trust or City, as determined by the Court, shall reimburse Owner's costs of defense including, without limitation, costs of suit and reasonable attorney's fees.

21. **Waiver.** The enforcement of the terms of this Conservation Easement is subject to the Trust's discretion. A decision by the Trust or the City not to exercise their respective rights of enforcement in the event of a breach of a term of this Conservation Easement shall not constitute a waiver by the Trust or the City of such term, or of any subsequent breach of the same or any other term, or any of the Trust's or City's rights under this Conservation Easement. The delay or omission by the Trust or the City to discover a breach by Owner or to exercise a right of enforcement as to such breach shall not impair or waive its rights of enforcement against Owner.

22. **Acts Beyond Owner's Control.** The Trust and City shall not exercise their respective rights of enforcement against Owner for injury or alteration to the Protected Land resulting from causes beyond the reasonable control of Owner including, without limitation, fire, flood, storm, and earth movement, or from any prudent action taken by Owner under emergency conditions to prevent, abate, or mitigate significant injury or alteration to the Protected Land resulting from such causes.

23. **Assignment/Extinguishment.** If, in the judgment of the Trust, subsequent unexpected changes in the conditions surrounding the Protected Land make it impossible to preserve and protect the conservation values of the Protected Land, the Trust shall assign all of its rights pursuant to the terms of this Conservation Easement except those contained in Section 24 hereof, to the City without costs. If subsequent to the assignment of rights, the City determines that changes in the conditions surrounding the Protected Land make it impossible to preserve and protect the conservation values of the Protected Land in a manner consistent with the City's development regulations, this Conservation Easement can be extinguished, either in full or in part, by proceedings in a court having jurisdiction.

24. **Proceeds.** The amount of proceeds to which the Trust is entitled from an extinguishment shall be used consistent with the preservation and protection of the natural and scenic qualities of land in Minnesota. To establish the amount of proceeds to which the Trust is entitled on extinguishment, the parties agree that this Conservation Easement has a fair market value ascertained by

multiplying the fair market value at the time of the extinguishment of the Protected land without this Conservation Easement by a fraction, the numerator of which is the value of this Conservation Easement at the time of extinguishment and the denominator of which is the value of the Protected Land without this Conservation Easement. Notwithstanding this, the amount of proceeds the Trust is entitled to shall not be less than the values used to calculate the Owner's deduction for federal income taxation under Section 170(h) of the Internal Revenue Code.

25. Assignment of Easement. The Trust and the City may transfer their rights and obligations in this Conservation Easement only to a qualified conservation organization, as provided in Section 170(h) of the Internal Revenue Code, which may hold conservation easements, as provided in Minnesota Statutes Sec. 84C.01(2) (1992). As a condition of such transfer, the Trust and the City shall require the continued enforcement of this Conservation Easement.

26. Notices. Any notice or other communication that either party wishes to or must give to the other shall be in writing and either served personally or sent by first class mail, postage prepaid, to the following addresses or such other address as either party shall designate by written notice to the other:

OWNER:
Lyman Development Co.
c/o Steve Ryan
P.O. Box 40
300 Morse Avenue
Excelsior, MN 55331

TRUST:
Minnesota Land Trust
70 North 22nd Avenue
Minneapolis, MN 55411-2237
ATTN: Land Projects Committee

CITY:
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042
ATTN: City Administrator

27. Governing Law and Construction. This Conservation Easement shall be governed by the laws of the Minnesota. Nothing contained in this Conservation Easement shall be construed to allow any use or development of the Protected Land in a manner which is not in compliance with the City's Development Regulations or to allow the use or development of the Protected Land without obtaining all permits required by the City's Development Regulations. Where inconsistencies occur between the provisions of

state law, city regulations, or the terms of this Conservation Easement, the most restrictive regulation shall apply.

28. **Entire Agreement.** This Conservation Easement sets forth the entire agreement of the parties and supersedes all prior discussions.

29. **Amendment.** The parties may amend this Conservation Easement provided that such amendment (i) shall not impair or threaten the Conservation Values of the Protected Land, (ii) shall not affect the perpetual duration of this Conservation Easement (iii) is approved by the Trust pursuant to its Policy Statement on Amending Conservation Easements, and (iv) shall not affect the qualification of this Conservation Easement under Minnesota Statutes Sections 84C.01-84C.05 or the status of the Trust under Section 170(h) of the Internal Revenue Code.

30. **Binding Effect.** The covenants, terms, conditions, and restrictions of this Conservation Easement shall bind and inure to the benefit of the parties, their personal representatives, heirs, successors, assigns, and all others who exercise any right by or through them and shall run in perpetuity with the Protected Land.

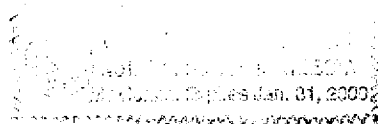
LYMAN DEVELOPMENT CO.

By: Steph T. Ryan

Its: Executive Vice President

STATE OF MINNESOTA)
COUNTY OF Washington) ss.

On this 12th day of August, 1998, before me, a notary public within and for said county, personally appeared Stephan T. Ryan, to me known to be the President of the Lyman Development Co., and he executed the foregoing instrument and acknowledged that he executed the same by authority of and on behalf of said corporation.



Cynthia G. Young
Notary Public

MINNESOTA LAND TRUST, a Minnesota
nonprofit corporation

By: [Signature]

Its: President

STATE OF MINNESOTA)
COUNTY OF Hennepin) ss.

On this 18th day of June, 1998, before
me, a notary public within and for said county, personally appeared
David B. Hartwell, to me known to be the President of
the above described corporation, and he executed the foregoing
instrument and acknowledged that he executed the same by
authority of and on behalf of Minnesota Land Trust.



[Signature: Renay W. Leone]
Notary Public

CITY OF LAKE ELMO, a Minnesota
statutory city

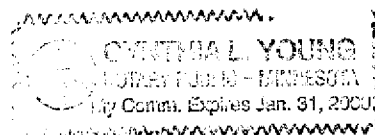
By: [Signature]

Its: Mayor

STATE OF MINNESOTA)
COUNTY OF Washington) ss.

On this 10th day of June, 1998, before
me, a notary public within and for said county, personally appeared
Wynn John, to me known to be the Mayor of
the above described corporation, and he executed the foregoing
instrument and acknowledged that he executed the same by
authority of and on behalf of the City of Lake Elmo.

[Signature: Cynthia L. Young]
Notary Public



b/le/parkview.AGR
June 3, 1998

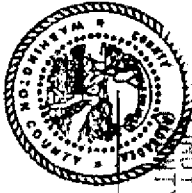
Drafted by:
City of Lake Elmo
3800 Laverne Ave. N.
Lake Elmo, MN 55042

OFFICE OF
COUNTY RECORDER
WASHINGTON DO, MN
CERTIFIED TRUE AND COR
NOTARIAL

MR 021-7 A 10:41

Doc 3005848

CINDY KOOSMAN
COUNTY RECORDER



Cindy Koosman

~~\$~~ 29⁵⁰

Network Title



City of Lake Elmo Request for Proposals Baseball Field Construction / Renovation Design and Preparation of Bid Document Services

Submitted to:
Adam Swanepoel
City of Lake Elmo
3800 Lavern Avenue N.
Lake Elmo, MN 55042

May 23, 2023



Larson
Engineering

Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110-5126
651.481.9120 Fax: 651.481.9201
www.larsonengr.com



Larson

May 23, 2023

Adam Swanepoel, Assistant Public Works Director
City of Lake Elmo
3800 Laverne Avenue N.
Lake Elmo, MN 55042
Email: aswanepoel@lakeelmo.org

RE: Request for Proposals
Baseball Field Construction / Renovation Design and Preparation of Bid Documents
Services

Dear Mr. Swanepoel:

Larson Engineering, Inc. is pleased to submit the enclosed material in response to your Request for Proposal. Larson Engineering has worked on numerous synthetic turf and natural grass ballfield projects for city parks departments as well as school districts.

We have reviewed the information and instructions outlined within your Request for Proposal, and we are willing and able commit all necessary resources and staff to complete the project as described herein. If awarded this project, Larson Engineering will agree to the city's terms and conditions that are listed in Section III of your RFP. As you read through our response, we understand the proposed project and have the relative experience to help make your project a success.

We are very excited about this project and would appreciate the opportunity to be a part of your team. If you have any questions, please do not hesitate to contact us.

Sincerely,
Larson Engineering, Inc.

Matt Woodruff, P.E.
Civil Department Manager
mwoodruff@larsonengr.com

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Company Information

Larson Engineering, Inc. was founded in 1979 in White Bear Lake, Minnesota and since then our firm has grown to more than 180 employees and 12 offices across the United States. Each office has its own story, but every office has grown for the same reason: great customer service and dedication to meeting our client's needs with innovative and cost-effective designs.

Our local office in White Bear Lake has more than 40 employees that are focused on providing civil and structural engineering services. Our local team of civil engineers, project managers, and technicians mainly focus on delivering site design services and have many long-standing relationships with public and private school districts, government agencies, private developers, private business owners, and architectural firms to name a few. Our principal contact person for this project is:

Matt Woodruff, PE
Civil Engineering Department Manager
Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110
(651) 481-9120
mwoodruff@larsonengr.com

Larson Engineering is a 100-percent employee-owned firm (ESOP). The following is a list of Larson Engineering's officers:

Cynthia Ebert, President/CEO
Larson Engineering, Inc.
1850 Craigshire Road
St. Louis, MO 63146

Keith Quick, Secretary
Larson Engineering, Inc.
1850 Craigshire Road
St. Louis, MO 63146

Philip Deimel, Treasurer
Larson Engineering, Inc.
3524 Labore Road
White Bear Lake, MN 55110

For our White Bear Lake office, the following is our firm's organizational chart:

Ethan Charpentier, PE
Regional Manager

Matt Woodruff, PE
Civil Manager
10 Staff

Rachel Schulz, PE
Curtain Wall Manager
11 Staff

Sean Noren, PE
Structural Manager
13 Staff

Heidi Swalve
HR / Acct Mgr
4 Staff

Subconsultant Information

For this proposed project, Larson Engineering intends to sub-contract the Land Surveying, Geotechnical Engineering, and Electrical Engineering services. The following team members are included within our RFP response:

Land Surveying Consultant:

Daniel L. Thurmes
Cornerstone Land Surveying, Inc.
1970 Northwestern Ave, Suite 200
Stillwater, Minnesota 55082
Tel: 651-275-8969
dan@cssurvey.net

Geotechnical Engineering Consultant:

Colby T. Verdegan, PE
President
Chosen Valley Testing Inc.
Minnesota- Wisconsin-Iowa
(507) 281-0968 (office)
(507) 251-9504 (mobile)
verdegan@chosenvallleytesting.com

Electrical Engineering Consultant:

Joe Vomela
Project Manager
Hallberg Engineering, Inc.
1750 Commerce Court
White Bear Lake, MN 55110
(651) 748-1100 (office)
(651) 334-7067
jvomela@hallbergengineering.com

Key Personnel Resumes



Matt Woodruff, PE

Civil Engineering Department Manager

Matt Woodruff offers a wide variety of civil engineering experience including site design, storm water management facility design, and municipal utility and roadway design. Matt has extensive knowledge of local municipal, county, state, and watershed standards. His projects have included site designs for public and private K-12 school districts, parks & recreation departments, higher education facilities, single and multi-family residential communities, religious institutions, railway yards, retail, commercial, and industrial facilities.

Education

**Masters of Business
Administration (MBA)**

**University of St. Thomas
St. Paul, MN**

**Bachelor of Civil
Engineering (BCE)**

**University of Minnesota
Minneapolis, MN**

**Bachelor of Arts (BA)
Mathematics**

**University of St. Thomas
St. Paul, MN**

Professional Certifications

Licensed Professional Engineer:

**MN Registration:
41885**

**WI Registration:
43396-6**

**ND Registration:
PE-9281**

**SD Registration:
12445**

Professional Associations

**Minnesota Association of
School Maintenance
Supervisors**

**Minnesota School Board
Administrators**

**Minnesota Association of
School Business
Officials**

**Minnesota Interscholastic
Athletic
Administrators Assoc.**

**Minnesota Assoc. of
School Administrators**

Matt excels with project management by assisting clients from the initiation of a project through its close-out. Matt works directly for various owners, owner representatives, architects, and construction managers to help deliver successful projects. His vast site design knowledge helps Owners and Clients understand various site constraints and issues that may arise with a proposed project, and how those constraints may impact the project's schedule and budget.

At Larson Engineering, Matt's responsibilities also include managing the Civil Engineering Department, coordinating business development activities, marketing, and attendance of client organization meetings.

Matt's relative experience has included the following projects:

Lions Park Baseball Field Improvements – City of Lake Elmo

This project involved the rehabilitation of the existing Lion's Park ballfield to include a new backstop and perimeter fencing, dugouts, site grading and stormwater management, and a new infield agrilime surfacing.

Baldwin-Woodville Schools Athletic Upgrades

The project involved the design and construction of a new outdoor pool with a seasonal inflatable dome along with a support building. The project also included a new synthetic turf baseball field, a new multi-purpose synthetic turf inside of a reconstructed track along with new field events.

Sylvan Park Improvements – City of St. Paul Parks & Recreation

This project involved the design and construction of a new playground area and a new multi-purpose synthetic turf field. The project involved collaborating with City Landscape Architect staff members and obtaining necessary permits for stormwater management.



Nathan Nohner, PE

Design Engineer

Nathan Nohner offers a variety of civil engineering experience including site design and design of storm water management facilities. Nathan has general knowledge of local municipal, county, state, and watershed standards. His projects have included site designs for public and private K-12 school districts, higher education facilities, multi-family residential communities, religious institutions, retail, commercial, and industrial facilities.

Education

***Bachelor of Civil
Engineering (BSCE)***

***University of Minnesota -
Duluth
Duluth, MN***

Professional Certifications

Licensed Professional Engineer:

***MN Registration:
58667***

Nathan is experienced in site investigation, evaluation, conceptual design, construction administration and inspection of projects. He is directly involved with project development and attendance of client organization meetings.

Nathan's relative experience has included the following projects:

Conway Park Improvements – City of St. Paul Parks & Recreation:

This project involved the design and construction for a new 290,000 square foot multi-purpose synthetic turf athletic field. The new athletic fields were laid-out to accommodate soccer, lacrosse, football, softball, and baseball. Additionally, approximately one-third of the site contains a seasonal inflatable dome (with a future 3,000 square foot accessory building) that will allow the nearby community to utilize the athletic fields year-round. Larson Engineering performed the initial schematic site layout design, along with the preparation of construction documents, and obtained permits from the watershed district, city, and MPCA.

Park Center High School Sports Dome – Osseo Area Schools – ISD 279

The project involved the design and construction of two new multi-purpose synthetic turf athletic fields, new entry building, and reconfigured parking lots. The project included a seasonal inflatable dome over one of the turf fields connected to the new entry building. Larson Engineering worked alongside the City of Brooklyn Park and Osseo School District to help meet the needs of both entities.

Baldwin-Woodville Schools Athletic Upgrades

The project involved the design and construction of a new outdoor pool with a seasonal inflatable dome along with a support building. The project also included a new synthetic turf baseball field, a new multi-purpose synthetic turf inside of a reconstructed track along with new field events.

Sylvan Park Improvements – City of St. Paul Parks & Recreation

This project involved the design and construction of a new playground area and a new multi-purpose synthetic turf field. The project involved collaborating with City Landscape Architect staff members and obtaining necessary permits for stormwater management.

Project Understanding & Approach

We understand the City of Lake Elmo's desired two-phase approach to completing the various baseball field projects described in your RFP.

Phase 1:

This is the pre-design or feasibility phase where Larson Engineering would prepare conceptual drawings (layouts) for the various baseball field renovations and improvements at Reid, Ridge, and Pebble Parks. After the conceptual layouts are reviewed with the City to ensure the general intent and vision for the projects are captured, Larson Engineering will then develop cost estimates for the projects. The cost estimates will be presented in an a la carte format such that the City can pick and choose various project elements to be implemented for Phase 2.

Phase 2:

When the City approves the project scope that is established in Phase 1, Larson Engineering will immediately conduct a design kick-off meeting with the City and the necessary members from the Design Team, where the overall project expectations will be discussed and Larson Engineering will present a project schedule which includes pertinent milestones. After feedback from the design kick-off meeting is gathered, we will coordinate all work efforts with the Design Team such that a successful project is delivered.

When the project design is underway, our team will work closely to prepare the construction drawings and specifications. As the project design proceeds, design status meetings will be conducted with the City as deemed necessary. At the design status meetings, progress and cost estimates will be presented and City Staff input will be gathered. The status meetings will be an essential tool to ensure that City receives a final product that is desired.

At any time in the design process, if a construction cost estimate exceeds the Owner's construction budget, Larson Engineering will communicate the issue with the Owner and present the reasons as to why the estimate exceeds the budget (scope creep, inflation, etc.). Value engineering methods to help reduce the estimated cost as well as specify alternates within the bidding documents will be implemented as needed. When the final project scope is determined based on the cost estimating, Larson Engineering will proceed with preparing the final construction documents and coordinate with the Owner for one more cost estimate review prior to advertising the project for contractor bids.

After contractor bids are received and tabulated, Larson Engineering will assist the Owner with recommending a contractor to award the project to, and assist with issues that may arise during the construction phase of the project.

Familiarity with Planning, Design, and Construction

Larson Engineering's Civil Department is authorized for nearly 175 to 200 projects on an annual basis. These projects largely involve working for public and private owners for the development of various land activities. These projects have involved the planning, preliminary/schematic design, construction documentation, bidding, construction administration/oversight, and project close-out. With these projects, we have worked with numerous Municipalities and Watershed Districts across the states of Minnesota and Wisconsin, including many projects within the city limits of Lake Elmo.

Computer Aided Design (CAD) Capabilities

Nearly all of the project designs described above are completed by using AutoCAD, Civil 3D, and HydroCAD. Additionally, we have also maintained a cost estimating database from past projects that can be used to develop cost estimates for new projects. This database will take into account the project's geographic location, project type, and economies of scale. Lastly, we maintain many professional relationships with construction contractors and material suppliers that are willing to assist in developing various project cost estimates when requested.

List of Similar Projects

**City of Lake Elmo Lions Park
Baseball Field Improvements**
Lake Elmo, MN

Engineer of Record: Larson Engineering, Inc.
Architect: Miller Architects & Builders
Earthwork Contractor: Rachel Contracting
Total Project Cost: Approximately \$425,000



Project Description

In 2017 the City of Lake Elmo implemented various improvements to Lions Park including a complete reconfiguration of the youth baseball field, a new backstop and perimeter fencing, a new concrete plaza area behind home plate, new dugouts, visitor seating, site grading, irrigation system, and outfield foul poles. In addition, the project also included a new gravel parking lot located near center field, new sand volleyball courts, and a stormwater infiltration system meeting local city and watershed requirements.

With the reconfiguration of the new baseball field, the right field foul line was placed directly along the 45th Parallel circle of latitude, located 45 degrees north of the Earth's equator. A monument signifying the 45th Parallel was cast in concrete behind the backstop area.

Larson Engineering Services:

Larson Engineering was hired by Miller Architects & Builders to prepare the necessary civil engineering design for the new Lions Park complex. Engineering components included grading, drainage, erosion control, and site utility designs. Larson Engineering also designed the stormwater management system that met the City's and Valley Branch Watershed Districts (VBWD) requirements.

**Baldwin-Woodville High School
Athletic Complex Improvements**
Baldwin, WI

Engineer of Record: Larson Engineering, Inc.
Architect: Wold Architects & Engineers
General Contractor: Kraus Anderson
Earthwork Contractor: Albrightson Excavating
Synthetic Turf Contractor: Midwest Sport & Turf
Total Project Cost: Approximately \$12.0 Million



Project Description

In the Spring of 2020, the Baldwin-Woodville Area School District passed a referendum for the athletic facility improvements located at the high school campus. The project improvements consisted of new community pool, restroom and locker room facility, and a seasonal sports dome. Additionally, the project included reconstructing the main athletic stadium and varsity baseball field with new synthetic turf surfaces, a new 8-lane rubber surface athletic track, new field events, and new stadium lighting. The referendum was supported by the area communities because it would provide recreational opportunities for all.

The new athletic track received the “2022 Distinguished Outdoor Track Facility” award from the American Sports Builders Association.

Larson Engineering Services:

Larson Engineering was hired by Kraus-Anderson Construction Company to prepare the necessary civil engineering design for the new athletic complex. Engineering components included grading, drainage, erosion control, and site utility designs. Larson Engineering also designed the stormwater management system that met the Village of Baldwin and the Wisconsin Department of Natural Resources (DNR) requirements.

Coordination with the Owner’s architect, synthetic turf installer, and dome contractor was an integral part of the project’s design process. The baseball field reconstruction started in the summer of 2020 and was completed later that fall. The other project components were phased to minimize the disruption of the overall facility, and were completed in the fall of 2021.

**Forest Lake High School
Multi-Purpose Ballfield**
Forest Lake, MN

Engineer of Record: Larson Engineering, Inc.
Architect: KOMA Architects
General Contractor: Peterson Companies
Synthetic Turf Contractor: FieldTurf
Total Project Cost: \$3.3 Million



Project Services

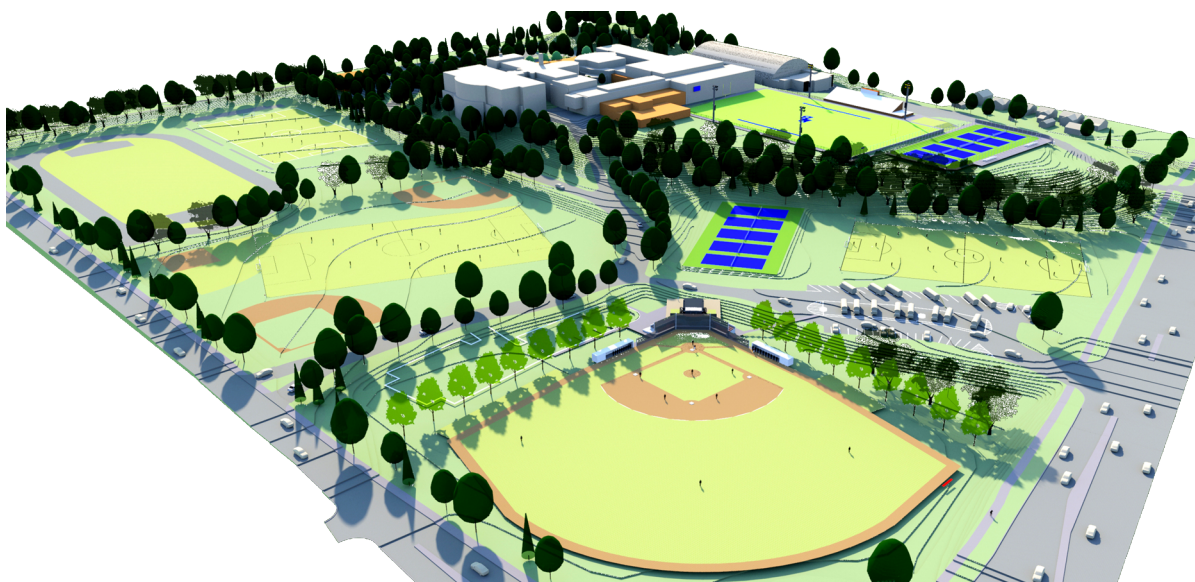
Larson Engineering was retained to develop a master plan to develop the high school athletic complex into a first-class stadium and facility. The facilities desired were discussed and construction cost estimates were developed for various options. The following are a list of the overall project components:

- Synthetic turf field for football, soccer, and softball.
- Athletic track and field events placed upon non-frost susceptible structural fill.
 - 8-lane, 400-meter, polyurethane-rubber surfaced track with a chute at the NW and SE quadrants.
 - High jump pad connected to the athletic track.
 - Dual runway long/triple and high jump event.
 - Pole vault event with landing pad at each end.
 - Discus event with two throwing sectors and net lined cages.
 - Shot-put event with four throwing sectors, ag-lime landing area lined with perimeter timbers.
 - 4' high crowd control fence around the athletic track.
- Home side bleachers - seating capacity of 5,000 containing 16 rows.
- Press box – 9' by 48' structure with a viewing platform on the roof.
- Visitor side bleachers – renovate existing bleachers for disability access and seating.
- Stadium lighting – replace existing lighting system to provide 50 foot-candle illumination.
- Storage building – 20' by 40' masonry block and pre-cast concrete panel roof with lighting, domestic water, and sanitary facilities.
- Security fencing – enclose entire facility with 8' high chain link fencing.

Athletic Facility Improvements
The Blake School
Hopkins, MN

Engineer of Record: Larson Engineering, Inc
Landscape Architect: Damon Farber
Architect: U+B Architects

Contacts: Lisa Uhler, Director of Buildings and Grounds
Nick Rathmann, Director of Athletics



Project Description

Larson Engineering is the team lead on the Athletic Triangle (Baseball, Tennis, & Football) improvements project along with Damon Farber, Wunderlich-Malec, and U+B Architects. The project includes construction of a synthetic turf multi-use field, tennis court rehabilitation, relocation of the baseball field, and a new concessions and restroom building.

The baseball field relocation and lower tennis rehabilitation were performed in the summer of 2015 to reduce relocating practice off-site during the main project in 2016.

2015 Baseball and Lower Tennis

Construction Costs = \$456,901

Baseball Prime Contractor: New Look Contracting

Tennis Court Prime Contractor: Bituminous Roadways

2016 Turf Construction, Upper Tennis and Concessions Building

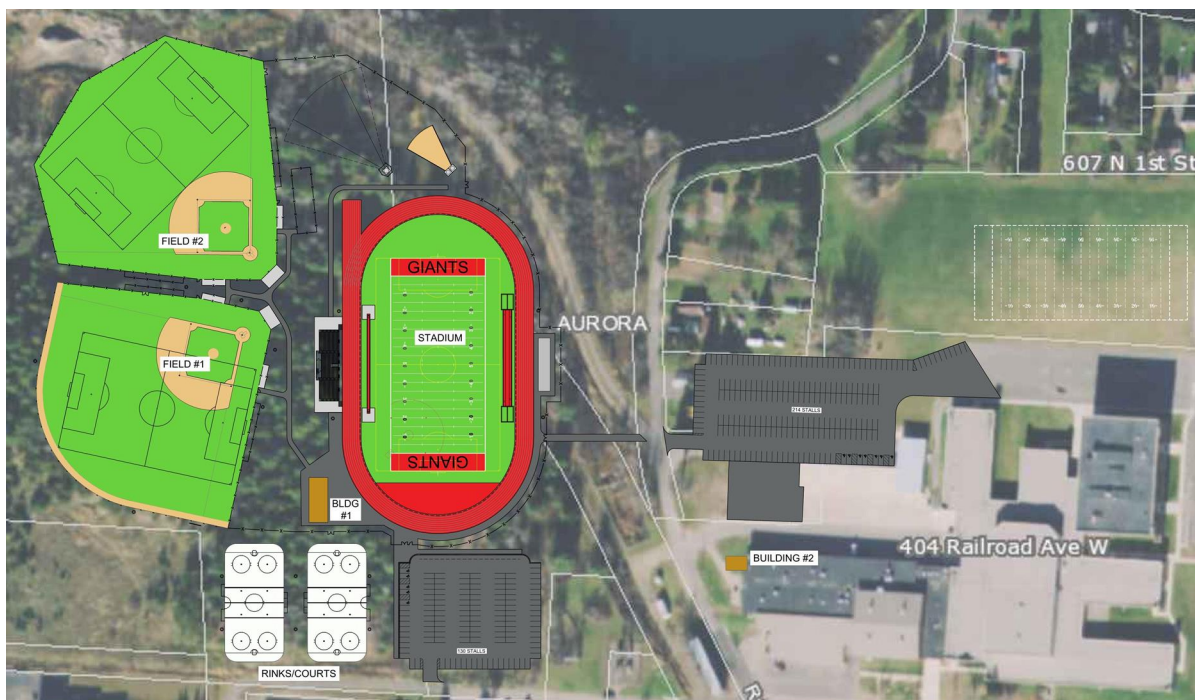
Contractor: Mortenson Construction

GMP = \$2,500,000

The same design team, led by U+B Architects, is planning for multiple building additions to the school. Future utility and stormwater management needs are incorporated into the athletic improvements project, where applicable.

Mesabi East Athletic Complex Aurora, MN

Engineer of Record: Larson Engineering, Inc.
General Contractor: RA Morton
Synthetic Turf Contractor: Sprinturf Inc.
Project Site Cost: \$6.5 Million



Project Description

With a voter approved bond referendum, Larson Engineering, Inc. was selected to be a part of a project team that involved the improvements for the Mesabi East School District's new athletic complex. This project consisted of a new 8-lane athletic track with field events, synthetic turf multi-purpose stadium with field lighting, bleacher seating, press box, a natural grass baseball field, and a synthetic turf baseball field. In addition to the athletic facility upgrades, Larson Engineering also designed new parking lot facilities, a school bus parking lot, and a parent drop-off loop.

Development of the site included receiving approved permits from the city, Minnesota Department of Labor and Industry, and the Army Corps of Engineers for some wetland impacts that were necessary for the project. To accommodate the additional runoff for the project area, a stormwater collection and retention system was designed for the site.

Larson Engineering Services:

Larson Engineering was involved with the project from referendum planning through construction completion. Work was coordinated with the government agencies, construction costs were developed, staff meeting presentations were made, plans and specifications were prepared, and construction administration service were performed. The project was substantially completed for the School District's use in the fall of 2019.

List of References

John Huenink
Vice President | Director of K-12 Construction
Kraus-Anderson Construction Company
501 South Eighth Street
Minneapolis, MN 55404
(612) 255-2359
John.huenink@krausanderson.com

David Ronzani
Landscape Architect
City of St. Paul Parks and Recreation
25 West 4th Street, 400 City Hall Annex
Saint Paul, MN 55102
(651) 266-6410
David.ronzani@ci.stpaul.mn.us

Tony Willger
Director Buildings and Grounds
Stillwater Area Public Schools
1875 Greeley Street South
Stillwater, MN 55082
(651) 351-8374
willgert@stillwaterschools.org

Professional Services Hourly Rates

Larson Engineering, Inc.

Minnesota Office

2023

Hourly Billing Rate Fee Schedule

Principal	\$295.00 per hour
Regional Manager	\$225.00 per hour
Project Manager	\$195.00 per hour
Project Engineer	\$185.00 per hour
Design Engineer III	\$173.00 per hour
Design Engineer II	\$160.00 per hour
Design Engineer I	\$145.00 per hour
BIM/CAD Designer	\$128.00 per hour
Clerical/Admin	\$90.00 per hour

Notes:

- 1) The above listed rates include reimbursable expenses such as mileage, copying costs, postage, etc.
- 2) All applicable permit fees are to be paid by the City of Lake Elmo, if necessary.

Additional Information

Larson Engineering does not have any current conflict of interest, nor do we foresee any potential conflict of interest with the City of Lake Elmo.

EXHIBIT A

PROPOSAL FORM

1. Professional services to design and assist with the bidding of the baseball field renovations for REID PARK, a number not to exceed \$ 29,000
2. Professional services to design and assist with the bidding of the baseball field construction/renovations for RIDGE PARK,
 - A. Grass field (or fields) a number not to exceed \$ 59,500
 - B. Competitive Synthetic Turf field (and a second grass recreational field if room allows) a number not to exceed \$ 65,000
3. Professional services to design and assist with the bidding of baseball field construction/renovations for PEBBLE PARK, a number not to exceed \$ 19,500

Signature of Proposer: Matt Woodruff

Name of Proposer: Matt Woodruff

Address: 3524 Labore Road, White Bear Lake

Phone Number: (651) 481-9120

Email Address: mwoodruff@larsonenr.com

Proposal for

BASEBALL FIELD CONSTRUCTION AND RENOVATION DESIGN



City of Lake Elmo, MN

May 23, 2023



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Jay Pomeroy, PLA
763-544-7129

Jay.Pomeroy@bolton-menk.com

3507 High Point Drive North | Bldg. 1 - Suite E130 | Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

May 23, 2023

Adam Swanepoel
Assistant Public Works Director
City of Lake Elmo
3800 Laverne Avenue N.
Lake Elmo, MN 55042
Email: aswanepoel@lakeelmo.org



Real People. Real Solutions.

3507 High Point Drive North | Bldg. 1 - Suite E130 | Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com

RE: Proposal for Baseball Field Construction/Renovation Design and Preparation of Bid Document Services

Dear Adam,

The City of Lake Elmo has initiated the Baseball Field Construction/Renovation Design Services project to create baseball fields designed for function, playing surface, maintenance, accessibility, storage, aesthetics, and compliance with city regulations. Bolton & Menk's experience ensures your venues will be safe, sustainable, and beautiful. Our team has extensive expertise in developing athletic fields and recreation facilities in communities of all sizes. We understand what needs to be accomplished for the successful completion of the Baseball Field Construction/Renovation Design project.

IN-HOUSE ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES

The project requires an assortment of engineering-related services. Our network of specialty services will help you avoid having to manage a cornucopia of consultants. We provide the services you need—from conceptual park master planning to survey to creative landscape architecture and ball field design to municipal civil engineering. Bolton & Menk is an active member in the American Sports Builders Association, as am I for the past 30 years. Additionally, between Dave Rey and I, we have designed and overseen the construction of hundreds of baseball and softball fields in the Metro Area. Our design team has the expertise Lake Elmo needs to create beautiful, buildable, and cost-effective baseball fields and recreational parks.

RIGHT-SIZED SOLUTIONS

We approach each project with a fresh perspective—we do not offer a cookie-cutter approach. While drawing on our experience, we work to provide a design scaled to the community and situation. I have led similar park projects throughout the Midwest and will fully consider the future effects of our design, budget, and schedule for the City of Lake Elmo. When you choose Bolton

& Menk, you can trust that we will work tirelessly to find not only the right solution for your parks, but also one that complements the community and neighborhood it serves.

OUR TEAM IS PROVEN IN LAKE ELMO

We know the level of service Lake Elmo staff and citizens expect, and we feel we have developed an efficient, comprehensive process to deliver our engineering, survey, and landscape architecture services. Mike Warner, our Client Service Manager for this project, will continue to play an active role, and will have a similar high level of service he's provided on previous Lake Elmo projects. You can trust this proven team to continue to deliver projects in a manner Lake Elmo has learned to expect of Bolton & Menk.

In continued service to the City of Lake Elmo, we are excited at the opportunity to complete the Baseball Field Construction/Renovation Design project. I will serve as your lead client contact and project manager. Please contact me at 763-227-6526 or Jay.Pomeroy@bolton-menk.com if you have any questions regarding our proposal.

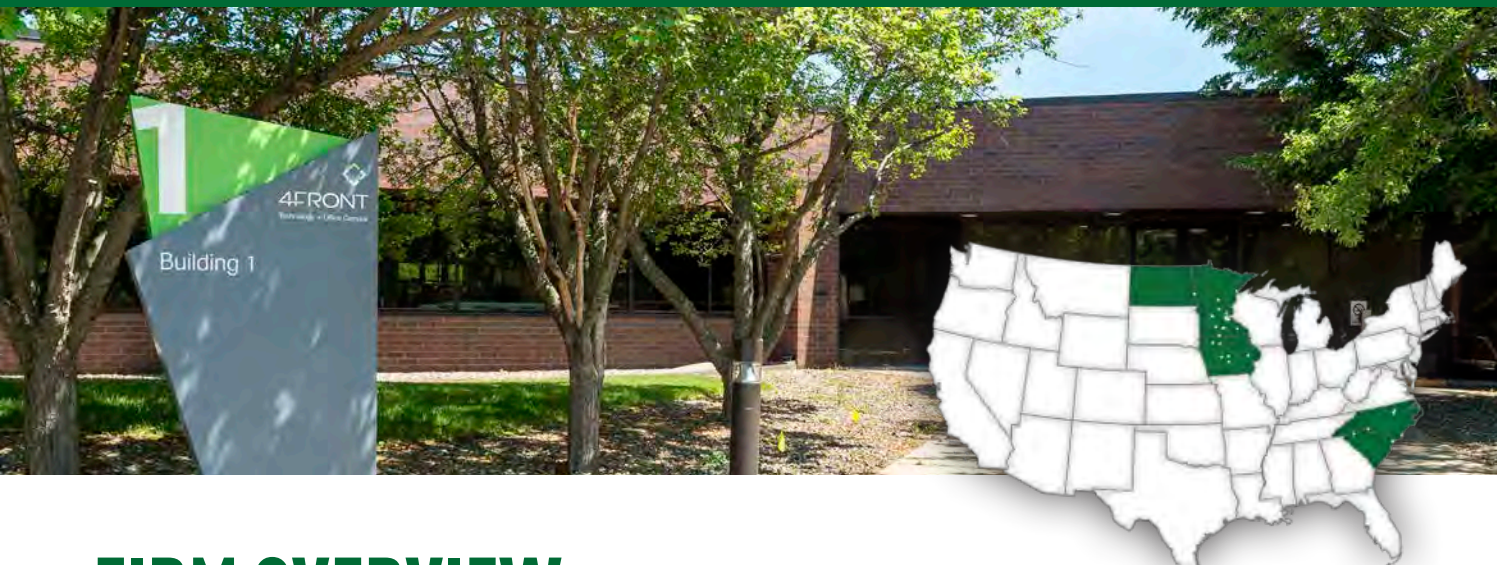
Respectfully submitted,
Bolton & Menk, Inc.

Jay Pomeroy, PLA
Principal Landscape Architect

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FIRM OVERVIEW

We believe all people should live in safe, sustainable, and beautiful communities and we take pride in our ability to make that happen. It's why we get out of bed every morning.

Our commitment to communities began in 1949 with two hard working Midwesterners—John Bolton and Martin Menk. They saw people in their surrounding communities who had dreams of a bright future, a desire to grow, and a common challenge of aging infrastructure. John and Martin's goal was to help communities make progress by listening to what people want, finding the best solutions for their needs, and treating them right. Their legacy lives on. We still want to help, we work hard every day, and we always remember what got us here—we're people helping people. Today, Bolton & Menk, Inc. has more than 800 employees including a professional staff of more than

250 engineers, planners, landscape architects, and surveyors.

We specialize in providing public infrastructure solutions. We take care of our clients by providing the best services and solutions for them. From advocating for our communities to designing their dreams to finding funding; we take pride in our work because we live in these same communities. We believe in the power of face-to-face meetings, friendly conversations, and collaborative decision-making to keep your projects on schedule, within budget, and focused on real, workable solutions.

We promise every client two things: we'll work hard for you and we'll do a good job. We take a personal interest in the work being done around us. At the end of the day, we're Real People offering Real Solutions.



SOLUTIONS PROVIDED:

- Civil/Municipal Planning & Engineering
- Water & Wastewater Engineering
- Transportation Planning & Engineering
- Structural Services
- Aviation Services
- Planning & Urban Design
- Water Resources Engineering
- Environmental Planning & Permitting
- Construction Administration & Inspection
- Land Surveying
- Geographic Information Systems
- Project Funding Support
- Project Communication
- Creative Studio Services

WHY BOLTON & MENK

Bolton & Menk provides design services to meet your sports field needs. Whether the fields are to be used for educational purposes or for professional-level competition events, we design with your budget in mind and will provide a field design to suit its intended use. We have designed synthetic (artificial) turf fields and also have extensive design experience with blended (sand-peat) topsoil fields. Today, our athletic fields are subjected to year-round use and a wide variety of sporting events. These demands require fields to be specifically designed, maintained, and constructed to keep the fields in usable condition and, most importantly, safe.

Athletic and park directors understand that optimal drainage, proper soil media, irrigation, and turfgrass blends are just a few of the integral parts of a field's design and its ability to sustain aggressive and varied play. Bolton & Menk will address those design and construction criteria as well as aid you in anticipating maintenance needs of your sports fields.

ADVANCED TECHNOLOGY AND INDUSTRY KNOWLEDGE

Our involvement with numerous industry organizations keeps us up-to-date with the knowledge and technology to ensure your facilities are not only designed correctly, but well-maintained for years to come. We are a proud member of:

- American Sports Builders Association
- Sports Turf Managers Association
- MN Turf and Grounds Foundation
- MN Recreation and Park Association
- MN Association of School Maintenance Supervisors

ADDITIONAL ATHLETIC SERVICES

- Site Selection and Planning
- Athletic Fields and Stadiums
- Tennis/Pickleball Courts
- Running Tracks and Field Events
- Bleachers/Press Box Design
- Turf Improvements (synthetic turf, sand-peat)
- Construction Observation

WE OFFER UNIQUE QUALIFICATIONS:

- Primary expertise is site design for both small- and large-scale projects
- Fully familiar with various city, county and watershed district expectations, requirements, and processes
- Expertise of storm water management and environmental constraints for site development
- Extensive experience researching and analyzing existing water, sewer, and storm sewer utilities
- Expertise in design of flexible and rigid pavement systems
- Sensitivity of design to be within the owner's program and budget
- Knowledge of site-related materials
- Proven ability to work with site contractors
- Well-versed in working with general contractors and owners' representatives
- Experienced construction observers



WORK PLAN

We trust that our proposed Work Plan, as described below, will ultimately create functional, safe, accessible, and unique ball fields (and parking lots) for the City of Lake Elmo at Reid, Ridge, and Pebble Parks. As your partner, we will look to develop baseball — and potential softball — fields with play surfaces to meet the city’s expectations for maintenance and aesthetics while complying with city regulations. The three parks will be studied and inventoried to clearly understand how the proposed upgrades fit within existing site constraints while taking advantage of opportunities such as sun angle, wind screening, and elevations.

As noted in the RFP, the existing ball fields at Reid Park, Ridge Park, and Pebble Parks are all considered “recreational fields” with a backstop and aglime infield. We understand the goal of this project will be to review each field individually, design a proposed baseball field or fields, and assist the city with the bidding of a redesigned version of each field.

PROPOSED IMPROVEMENTS

REID PARK

Relocate/reconstruct the baseball field to have a centerfield dimension of no less than 240 feet; 200 feet left and right fence lines:

- Aglime infield with 60-foot bases, lighting
- Grass outfield with irrigation
- Hooded backstop
- Dugouts with player benches
- Sideline fencing
- Security (exterior) fence
- Ball field lighting
- Extend/expand the parking lot to support ~40 vehicles

RIDGE PARK

Preference is to have two (2) baseball fields within the area and to create a parking area to hold 60 cars. Fields will be designed to correlate with one another regarding space and accessibility. We understand the city would like to have cost options and comparisons for artificial turf field(s) vs grass.

Baseball Field 1 will be designed to State High School League standards for competitive play:

- Centerfield dimension of approximately 380 feet; ~315 feet left and right foul lines
- Aglime infield and warning tracks, grass infield
- Raised pitcher’s mound
- Concrete slabs (bleacher pad, dugout areas)
- Netted or chain link backstop with concrete maintenance strip
- Dugouts with player benches
- Sideline/outfield fence (6’ or 8’ high)
- Batting cages
- Bullpens
- Foul poles
- Ball field lighting
- Scoreboard
- Irrigation system
- Separate bid option(s) for an synthetic turf field usable for baseball and softball

Field 2 (if space allows) will be designed as a competitive or recreational field:

- Aglime infield with 60-foot bases, lighting
- Grass outfield with irrigation
- Backstop
- Dugouts with player benches
- Sideline/outfield fence
- Ball field lighting

PEBBLE PARK

Preference is to have two (2) recreational baseball fields back-to-back:

- Aglime infield with 60-foot bases
- Grass outfields (flat with positive drainage)
- Backstops
- Dugouts with player benches
- Sideline fencing

SCOPE OF SERVICES

PHASE 1 - CONCEPTUAL DESIGN PHASE

We have reviewed the general scope of work prepared by the city in the RFP and believe this is an effective approach for the execution and completion of this project. Our project team has completed several projects similar in scope and expectations. We are confident our team will complete all project tasks in an effective and timely fashion.

We understand that the city may, depending on budget and appetite, decide to move forward with design of all of the fields listed in the RFP or, alternatively, the city may choose to proceed with a fewer number of fields.

Per the RFP, Bolton & Menk proposes the following approach to develop Conceptual Designs for each park, including ball fields and parking lots, where applicable, in an efficient, thorough manner which will satisfy the needs and objectives of the city. Presentation materials will include color rendered site plans on for the team to lead discussions with the city council, city staff, and the general public in order to collect input on each park's design.

SUBTASK 1.1: CONCEPT PLAN(S) DEVELOPMENT

Upon authorization, an introductory kick-off meeting will be held to meet with city staff to confirm the list of proposed improvements at each facility, identify issues and concerns, and review examples of relevant ball field facilities.

Following that meeting, we will consider alternative locations and arrangements for the ball field and parking lot facilities to satisfy the city's program while respecting the physical constraints and opportunities of the site.

We will obtain ground-level topographic survey including existing utility locations, property lines, and easements for each park focused on the area(s) of the proposed improvements. For reference, we have estimated the cost for each park survey, noted below, and have included that cost in our "Not-to-Exceed" cost on Exhibit A- Proposal Form.

Reid Park Survey: ~\$5,400
Ridge Park Survey: ~\$8,300
Pebble Park Survey: ~\$6,800

We will visit project site to identify natural constraints which may affect the proposed project.

We will gather data from city, watershed and other review agencies, as applicable.

We will prepare preliminary concepts for each park, likely 1-3 alternatives, for review and discussion with city staff.

We will prepare an Opinion of Probable Construction Cost for proposed improvements for each option/field and an assessment of the challenges and benefits of each option/field.

- For Field 1 at Ridge Park, we will provide cost options and comparisons for synthetic turf versus natural grass for baseball and softball.

Through a process of informed decision making, we will refine the concept alternatives to arrive at a preferred Concept Plan for the parks.

We will repare and present final concept plans based on the preferred and refined concept studies. Presentation materials will include color rendered site plan.

Bolton & Menk will assist city staff and the city council in the selection of the preferred options/ fields, as requested.

PHASE 2 - DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS AND BIDDING

Bolton & Menk will complete construction (bid) documents for each park, including preliminary and final plans and specifications accompanied with necessary construction details for all site improvements for public bidding.

We understand the city may fund the project(s) using federal, state, or private grant funding

sources. Bolton & Menk has funding specialists on staff who can help the City of Lake Elmo research funding opportunities and can aid the city through most grant processes.

SUBTASK 2.1: DESIGN DEVELOPMENT AND CONSTRUCTION (BID) DOCUMENT PREPARATION

In order to provide comprehensive design documents and so prospective bidders have adequate soils information for bidding, we recommend that soil borings be obtained, with geotechnical reporting, in support of the proposed ball field and parking lot improvements.

- Costs for the geotechnical services are not included in this proposal nor in our "Not-to-Exceed" cost on Exhibit A- Proposal Form.
- That said, we estimate soil borings and geotechnical reporting for each park will cost the city approximately \$6,500 (x3).

We will prepare design and engineering documents consistent with the requirements for site plan approval with submittals to city staff for comment at 60%, 90%, and 100% plan milestones and for the implementation of each ballfield selected by the city for construction/reconstruction. We will prepare supplemental specifications for the city to incorporate into the overall project manual. We will develop plans for each park, including:

- Site survey
- Site layout and dimensioning plan
- Grading plan
- Utility plan
- Site Restoration plan
- Construction details
- Lighting plans, where applicable
- Synthetic turf layout plan and details for Field 1 at Ridge Park, if chosen by the City

Our team will hold project meeting discussions with city staff at the 60% and 90% stages to review the plans, discuss any changes made from the previous submittal, and answer any questions that staff may have.

We will then prepare final opinion of probable construction cost for the proposed improvements at each park.

Upon completion of the construction (bid) documents, Bolton & Menk will present the project to the city council for approval for bidding.

SUBTASK 2.2: BIDDING

We will aid the city in reviewing options for construction bidding strategies. In most cases, the public competitive bid process is the most efficient and economical method. That said, if the city decides to entertain synthetic turf, the state purchasing contract option may be available and appropriate.

- Prepare advertisement for bids for the city to submit to the local legal publication
- Prepare addenda during the bidding phase
- Answer questions to assist contractors in their bidding
- Analyze bids and make recommendations to the city



ANOKA CASTLE FIELD

KEY PERSONNEL

Bolton & Menk understands the importance of developing design solutions that can be supported by Lake Elmo stakeholders and implemented efficiently. Our team has a proven history of delivering beautifully landscaped designs that attract residents and visitors alike. Our multi-disciplinary team will work efficiently to ensure our designs are not only beautiful concepts but also completely buildable. These proposed team members have track records of successful projects and, just as importantly, are enthusiastic and committed to meeting and exceeding Lake Elmo's expectations. We can provide detailed résumés of all personnel upon request.



JAY POMEROY, PLA
Project Manager

Jay will serve as Lake Elmo's main contact. He will manage daily tasks, overall project coordination, and construction administration. He will oversee the design process and ensure the design represents the community's needs and fulfills the expectations set by the City of Lake Elmo.

A principal landscape architect at Bolton & Menk, Jay began his career in 1988. His areas of expertise include landscape architecture, municipal park improvements, school site design and campus renovation, athletic complex design, and project management. He has extensive knowledge of complex site design with specific emphasis on sports courts and high-performance ballfields. Jay has always loved how parts of the natural and built environment can come together to form creative and functional spaces. He has a proven ability of working with steering committees and advisory groups to identify and prioritize short- and long-range goals and collaborates regularly with architects and civil, mechanical, environmental, electrical, and environmental engineers.

SIMILAR EXPERIENCE:

- Lion John Weicht Park Recreational Facilities, City of Elk River, MN
- Red Haddox Athletic Field at Toro Stadium, City of Bloomington, MN
- Clemens Field & Athletic Complex, Saint John's University
- New Athletic Complex, College of St. Benedict
- Palmer Field, University of St. Thomas
- North Athletic Field, University of St. Thomas
- Dome Facility and Stadium, City of St. Michael, MN
- Braemar Sports Dome and Outdoor Hockey Rink, City of Edina, MN
- Seasonal Sports Dome, City of Maple Grove, MN
- Minnetonka High School Campus & Veteran's Field, City of Minnetonka, MN
- Quarry Point Park Athletic Complex, City of Apple Valley, MN



DAVE REY, PE
Civil Engineering Lead

Dave will lead all engineering needs for this project and work closely with Jay. Dave is a principal engineer with Bolton & Menk who began his civil engineering career in 1994. He specializes in the development of public, private, and government

facilities. As part of his responsibilities, Dave frequently coordinates his design efforts with various agencies including city, county, watershed districts, soil and water conservation districts, and state agencies. Dave is proficient at large-scale site development, including healthcare facilities, emergency services facilities, school campuses, and community centers. His site design expertise includes grading and drainage plans, low impact design (LID), traffic flow and routing, infrastructure planning and design, stormwater management, and pedestrian circulation. Dave puts an emphasis on client relationships and is always looking out for their best interests.

SIMILAR EXPERIENCE:

- Princeton Middle School Baseball Field, Princeton Public Schools
- New Carver Elementary School, Eastern Carver County Schools
- Multi-Purpose Dome and Field, Eastern Carver County Schools
- Mahtomedi High School George Smith Athletic Field, Mahtomedi Public Schools
- Isaacson Park Baseball Field, City of Golden Valley, MN
- David M. Thaler Sports Center, Westonka Public Schools
- East Ridge High School Raptor's Nest Stadium and Bielenberg Sports Center Campus Expansion, South Washington County Schools
- Rockford High School Stadium Field, Rockford Area Schools
- Wayzata High School and Middle School Multi-Use Dome, Wayzata Public Schools

**MICHAEL WARNER, PE**
Client Service Manager

Mike will lead all client service efforts for this project.

Mike began his engineering profession in 2001. He is

experienced in project management, project design, and construction inspection. He currently manages many different responsibilities, both as a project engineer and project manager for municipal clients. As a project engineer, Mike prepares cost estimates, feasibility reports, construction plans and specifications, and performs contract administration for a variety of municipal projects. He is proficient with AutoCAD Civil 3D software and in many cases acts as the lead design engineer and technical expert. As a project manager and client service manager, Mike serves as the primary client contact, manages internal staff and facilitates collaboration, and manages client budgets and schedules.

SIMILAR EXPERIENCE:

- Mississippi River Trail, City of Anoka, MN
- Jarvis Street and 165th Street Improvements, City of Elk River, MN
- Kenyon Avenue Improvements, City of Lakeville, MN
- TH 10 Anoka Solution, City of Anoka, MN
- 2018 Street Improvements, City of Two Harbors, MN
- TH 10/169 Improvements, City of Anoka, MN
- Diffley Road (CSAH 30) School Area Safety Improvements, City of Eagan, MN
- Rudy Johnson Park Master Plan, City of Anoka, MN

**RON ALWIN, PLS**
Survey Lead

Ron will lead all survey needs for this project.

Ron began his surveying career in 1980 and currently serves

as a survey project manager. He has owned and managed land surveying and engineering firms and has experience working in municipalities and on civil engineering projects, oil fields, and large gas refinery plants. Ron has been involved in dozens of residential and commercial subdivisions where he performed the preliminary surveying, platting, and subsequent construction staking of streets, public right-of-way, and public utilities. He was also responsible for the construction staking of multiple gas plants and compressor stations in western North Dakota.

SIMILAR EXPERIENCE:

- Lever Street NE Improvements, City of Blaine, MN
- Surrey Heights Drive Street and Utilities Rehabilitation, City of Eagan, MN
- Clover Leaf Parkway Area Reconstruction, City of Blaine, MN
- 80th Street Improvements, City of Cottage Grove, MN
- Greenbrier Street Utility Improvements, City of Little Canada, MN
- CSAH 12 Reconstruction, Washington County, MN
- Pioneer Park Master Plan and Final Design, City of Little Canada, MN
- Rum River Bank Stabilization, City of Anoka, MN

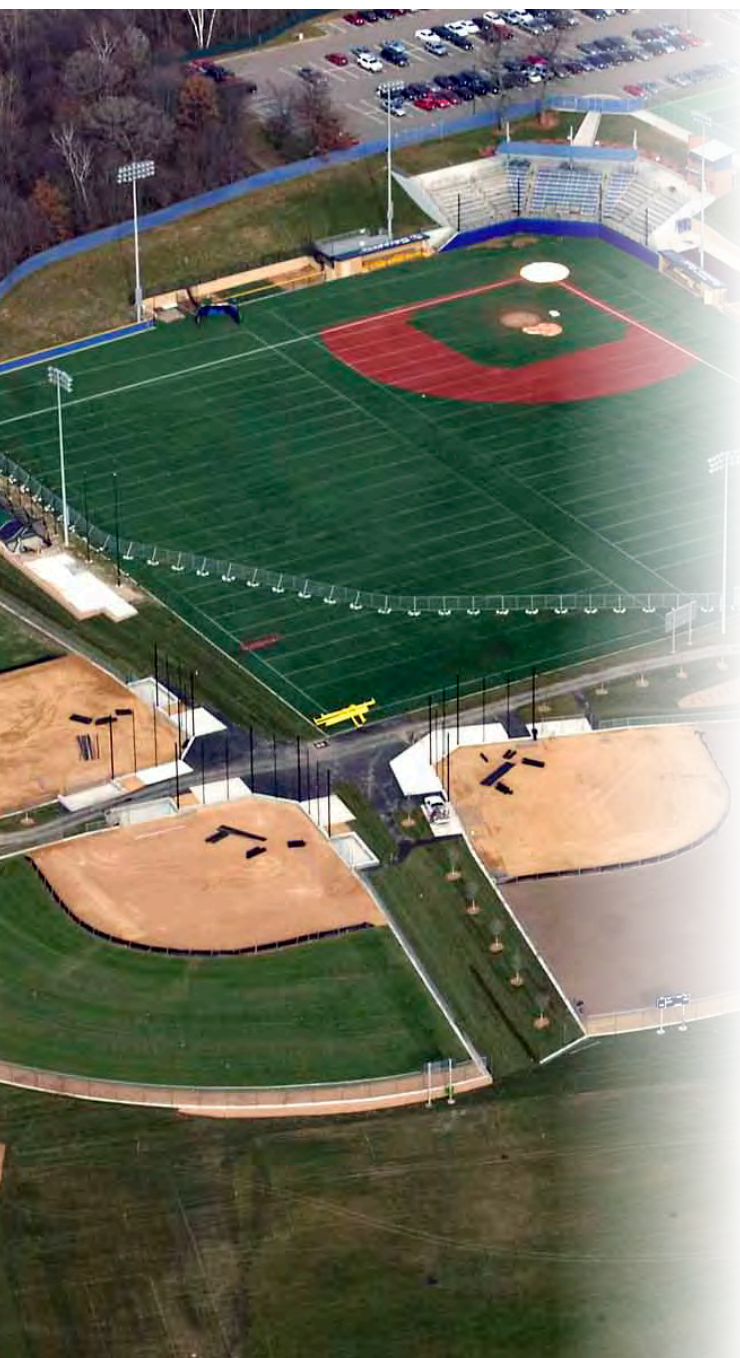
**RICHARD KOECHLEIN, PLA**
Lead Project Designer

Rich will work closely with the design team to find creative solutions and develop graphics and design documentation for the baseball fields.

Rich is a project landscape architect at Bolton & Menk whose professional career began in 1992. His key areas of expertise include schools, parks, and irrigation. Rich is proficient in AutoCAD, as well as several illustrative/artistic rendering software platforms, which allows him to generate creative and unique park and school campus site concepts. His extensive knowledge of irrigation design and stormwater reuse systems makes water efficiency and watering costs a top priority. He is also well-versed in projects involving architectural elements and requiring architectural coordination and input. Rich is responsible for design development, facilitating successful client relationships, and developing site master plans for large-scale athletic complexes as well as smaller, local neighborhood parks. He's passionate about taking client ideas and bringing them to life, especially in outdoor spaces.

SIMILAR EXPERIENCE:

- Ball Field and Sport Court Improvements- City of Wabasha, MN
- Pickleball and Dog Park Construction, City of Rosemount, MN
- Pioneer Park Master Plan- City of Independence, MN
- Downtown Road and Pedestrian Improvements, City of Monticello, MN
- Pickleball Courts Master Planning – City of Red Wing, MN
- Varsity Baseball / Softball Master Planning, Stillwater Highschool, MN



TIM OLSON, PE Stormwater Lead

Tim will lead all stormwater needs for this project.

Tim is a principal water resources engineer who joined Bolton & Menk in 2006. His experience includes project management in both design and construction of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, innovative best management practice design, hydrologic and hydraulic modeling, drainage design and construction plan review, and NPDES Phase I & II MS4 and construction stormwater permitting requirements. He couples GIS techniques with water resources design and analysis. Tim has a passion for stormwater and water quality education and participates in several stormwater-related steering committees and stakeholder groups. He enjoys facilitating partnerships, developing new relationships, and collaborating with stakeholders to define a common vision and work toward shared goals.

SIMILAR EXPERIENCE:

- Hazelnut Park/Glenpaul Neighborhood Street & Utility Improvements, City of Arden Hills, MN
- Glacial Valley Park Update, City of Cottage Grove, MN
- Craig Park Concept, City of Fridley, MN
- Hidden Valley Park Pond, City of Northfield, MN
- Settlers Parkway Collection and Reuse of Stormwater for Onsite Irrigation, City of Buffalo, MN
- Village Center Revitalization, City of Marine on St. Croix, MN
- 57th Avenue Rehabilitation and Twin Lakes Regional Trail, Three Rivers Park District and City of Brooklyn Center, MN



JOE VOMELA-HALLBERG ENGINEERING Electrical Lead

Joe will lead all electrical needs for this project.

Joe first joined HEI in 1999 as an intern and was hired on as a full-time designer a year later. His background in the electrical field stems from his childhood when he worked for his father at Muska Electric in Roseville, Minnesota. This experience, combined with his electrical design and management education, gives him excellent insight into all components of a project. Joe is experienced in electrical design for commercial, recreational, and educational facilities. He is currently responsible for the design of power, lighting, fire alarm system design, and communication systems. He possesses considerable knowledge and expertise in projects requiring lighting upgrades, LED lighting and specialty lighting systems.

SIMILAR EXPERIENCE:

- Brooklyn Park Dome at Park Center Sr. High School, Osseo Public Schools
- Multi-Purpose Athletic Field, Henry Sibley High School
- Athletic Complex, Esko Public Schools
- Park Center High School Practice Field Lighting, Park Center Public Schools
- Field Lighting, Eden Prairie Public Schools
- Stadium Field Lighting, White Bear Lake Area Schools
- Football and Baseball/Softball Field Lighting, Chanhassen Public Schools

PROJECT EXPERIENCE

Bolton & Menk has assembled an experienced team of professionals with a proven track record of delivering similar projects. We have highlighted several projects our team has delivered using a similar approach and/or with similar elements. We will draw upon this experience to benefit the City of Lake Elmo.

Client satisfaction remains a top priority for us as evidenced by quality deliverables, cost-effective rates, and timely project delivery. Please feel free to contact any of these references to evaluate our performance. Additional project information is available upon request.

CASTLE BASEBALL FIELD, CITY OF ANOKA, MN

Bolton & Menk teamed with 292DesignGroup to design a premier baseball facility to be used by Legion leagues, local minor league teams, and Anoka High School's baseball team. The 1st Phase (2012) of the project included covered bleacher seating for ~300, press box, dugouts, field lighting, parking lot (~100 cars), sand-peat ball field, and related amenities. The 2nd Phase of construction (2014) included a multi-use building with concessions, restrooms, storage areas, and mechanical room. The overall cost of the project was \$2.2 million.

THE LEAD LANDSCAPE
ARCHITECT/ENGINEER
FOR THE PROJECT WAS
BOLTON & MENK (JAY
POMEROY AS PROJECT
MANAGER).

REFERENCE:
LISA LACASSE
PUBLIC SERVICES ADMINISTRATOR
763-576-2984
LLACASSE@CI.ANOKA.MN.US

NCAA BASEBALL FIELD, UNIVERSITY OF ST. THOMAS

University of St. Thomas renovated their stadium facility including replacement of the aging synthetic turf football field, reconstruction of the running track, and converting their baseball infield to synthetic turf. The work was accomplished during the summer of 2017.

Bolton & Menk, working with Opus Group, designed and engineered the stadium facility renovations including complete reconstruction of the track and field events and synthetic turf football/soccer field to meet the strict City of St. Paul and Capitol Region Watershed District requirements by incorporating underground storm water containment/infiltration measures. Baseball fields improvements not only included conversion of the infield to synthetic turf but also construction of new batting cages, bull pens, backstop, and sideline fence.

REFERENCE:
JIM BRUMMER
VP FOR FACILITIES MANAGEMENT
651-962-6595
JIM.BRUMMER@STTHOMAS.EDU

BASEBALL/MULTI-PURPOSE FIELDS, EDINA HIGH SCHOOL

Bolton & Menk teamed with Wold Architects and Edina Schools to design a premier baseball and multi-purpose ballfield facility at Edina High School which was part of and constructed with a much larger campus-wide improvements project.

The four-acre “lower fields” area at Edina High School was converted to synthetic turf to support varsity baseball as well as soccer, football, softball practice, PE, and other recreation events. In order to address the severe grade change and to get ADA accessibility to the fields, which are over 50 feet lower than the school, Bolton & Menk creatively designed a series of staircases, ramps, retaining walls, and native landscaped areas. The overall construction cost of the project was \$8.5 million. The project was designed in 2015/2016 and constructed in 2016/2017.



REFERENCE:
ERIC HAMILTON
SUPERVISOR OF BUILDINGS & GROUNDS
952-848-3999
ERIC.HAMILTON@EDINASCHOOLS.ORG

LION JOHN WEICHT PARK, CITY OF ELK RIVER, MN

Bolton & Menk teamed with 292DesignGroup to redesign Lion John Weicht Park. The ballfields, parking lot, and community building at the Elk River Park had become weathered and out-of-date. Following community and neighborhood input, Bolton & Menk designed and oversaw all site-related work for the park renovation, including site demolition and preparation, storm water management, utilities, sand-peat soil and seeding of the softball fields, masonry dugouts, fenced/ roofed dugouts, netted backstops, batting cages, bull pens, parking lot (~105 stalls), pavilion, open play area, intra-park trail, and landscaping.

Construction was completed in 2020 for a total construction cost of approximately \$1.7M.



REFERENCE:
MICHAEL HECKER
PARKS AND RECREATION
MANAGER
763-635-1150
MHECKER@ELKRIVERMN.GOV

FEE SCHEDULE

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2023. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. For projects with typical expenses and unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond typical project expenses, non-routine expenses, and expenses beyond the agreed scope of services, such as out of town travel expenses, long travel distances, large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Submitted by Bolton & Menk, Inc.

1 No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for survey technicians.

*Specialized role not classified above otherwise, incl. graphic design, project communication, funding support, etc.

**Highly specialized and industry expertise unique to the market or area of discipline.

Employee Classification	Hourly Billing Rates
Senior Project Manager	\$175-264
Project Manager	\$104-198
Senior Project Engineer	\$140-198
Project Engineer	\$130-188
Design Engineer	\$110-186
Graduate Engineer	\$110-145
Senior Planner	\$115-198
Planner	\$115-171
Senior Landscape Architect	\$150-204
Landscape Architect	\$120-160
Landscape Designer	\$100-169
Licensed Project Surveyor	\$160-240
Graduate Surveyor	\$130-181
Survey Technician	\$85-173
Senior Technician	\$110-195
Technician	\$79-168
Specialist*	\$95-205
Practice Expert**	\$205-308
Senior Principal	\$195-314
Principal	\$160-289
Administrative/Corporate Specialists	\$64-194
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

APPENDIX

EXHIBIT A PROPOSAL FORM



EXHIBIT A

PROPOSAL FORM

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed \$ 44,400
2. Professional Services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**,
A: Grass field (or fields) a number not to exceed \$ 93,700
B: Competitive Synthetic Turf field (and a second grass recreational field if room allows) a number not to exceed \$ 46,500
3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed \$ 30,800

Signature of Proposer:  _____

Name of Proposer: Jay Pomeroy, PLA

Address: 3507 High Point Drive North, Bldg 1 Suite E130, Oakdale MN 55128

Phone Number: 763-544-7129 ext 3668

Email Address: Jay.Pomeroy@Bolton-Menk.com

City of Lake Elmo

Baseball Field Project Professional Services Proposal

5/23/2023



DESIGN  **TREE**
engineering + land surveying

DTE-LS.COM

CIVIL | MECHANICAL | STRUCTURAL | ELECTRICAL | LAND SURVEYING

5/23/2023

Adam Swanepoel – Assistant Public Works Director
City of Lake Elmo, MN
aswanepoel@lakeelmo.org

Re: City of Lake Elmo Baseball Field Project
Professional Services Qualifications and Fees

Dear Mr. Swanepoel,

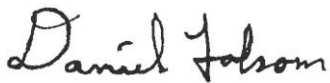
Thank you for allowing Design Tree the opportunity to provide a Professional Services Qualification and Fee Proposal to the City of Lake Elmo for the Baseball Field Project. Design Tree Engineering's specialists have reviewed the city's Request For Proposals and prepared this response which outlines our proposed staff, relevant experience and fee structure for your consideration.

Design Tree is uniquely qualified to work with the City of Lake Elmo on this project based on our experience with related projects and our project approach. We will agree to the City of Elmo's contract terms and the conditions listed in Section III of the RFP.

Design Tree has big league outdoor activity space experience and delivers projects with attention to detail and respect for process. The city's RFP outlines the vision for these spaces while recognizing that a robust preliminary design phase is necessary before the creation of construction documents and bidding can take place. We enjoy this collaborative process and relish the outcome of brainstorming ideas. We create to-scale graphics that enhance the process and will show how the park improvements fit into the context of the neighborhoods that surround them. Our workload and available staff will allow us to give the prompt attention that this project deserves.

Thank you for the opportunity to work with The City of Lake Elmo to improve Reid, Ridge, and Pebble Parks with new baseball fields. Both Jeremy Anderson and myself are/have been active in youth baseball and understand the need to have a city field inventory that supports the kids desire to play!

Sincerely,

A handwritten signature in black ink that reads "Daniel Folsom".

Dan Folsom, PE
President

djf@dte-ls.com

Direct: 763-270-6310

Cell: 320-808-3811

601 Carlson Parkway, Suite 1053; Minnetonka, MN 55305

888-216-1916

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FIRM PROFILE

FIRM INFORMATION

Design Tree Engineering, Inc. (S-Corporation)
601 Carlson Parkway, Suite 1053
Minnetonka, MN 55305
888-216-1916

Firm Officers:

Dan Folsom, PE - President
Jeremy Anderson, PE – Vice President/Treasurer
Aaron Mueller – PE – Vice President/Secretary
Jon Schuette, RLS – Vice President

A company organizational chart is attached to this proposal as Appendix B.

Design Tree Engineering can complete the scope of work contained in the RFP without the need for subconsultants.

PRIMARY CONTACT INFORMATION

Dan Folsom, PE – President
djf@dte-ls.com
Direct: 763-270-6310
Cell: 320-808-3811

RESUMES



Dan Folsom, PE
President

Years Experience: 32
Years with Design Tree: 15

Education:
University of Minnesota
Civil Engineering

Dan has been consulting public and private sector clients for over 30 years and this experience allows him to identify critical project success factors early on and institute them into a common-sense design. His understanding of municipal government allows him to deliver turn-key solutions including planning, design, bidding and construction administration. Dan will act as Project Manager and lead the Design Tree team in working with City of Lake Elmo staff to deliver the park improvements.

Project Experience:

New High School Campus – St. Cloud, MN
New High School Campus – Sartell, MN
High School Site Master Plan – Eden Prairie, MN
South Valley Park Improvements – Inver Grove Heights
Lions Park Improvements – Rogers, MN



Jeremy Anderson, PE
Vice President – Civil Team Leader

Years Experience: 23
Years with Design Tree: 15

Education:
University of Minnesota
BS Civil Engineering

University of Minnesota
MS Infrastructure Engineering



Aaron R. Mueller, PE
Electrical Team Leader
LEED AP, WELL AP

Years Experience: 20
Years with Design Tree: 10

Education:
North Dakota State University
Electrical Engineering

Jeremy is the team leader for Design Tree Engineering's civil department. He has served public and private sector clients with all aspects of their projects from master planning to design through construction. His experience and diligence during every phase of a project for everything from parking lot to complete commercial, educational, and governmental campuses provides the basis for detailed, constructible documents and projects. This experience coupled with Jeremy's emphasis on responsiveness, accountability, trust, and communication results in successful projects meeting the client's defined expectations.

Jeremy will leverage his athletic master planning experience to brainstorm the park improvements and transition this to a practical, common-sense design. His role as Civil Team Leader will assist in making sure the right staff is on the job and deadlines are met.

New High School Campus – St. Cloud, MN

New High School Campus – Sartell, MN

Athletic Complex Master Plan – ROCORI School District

College Softball Complex Renovation – University Minnesota Morris

South Community Park Upgrades – Rogers, MN*

South Valley Park Upgrades – Inver Grove Heights

*-Currently Under Design

Aaron specializes in the electrical design of buildings and sites and their power and lighting implications. He has extensive experience in site and field lighting for municipal/public sector projects. He understands site lighting for illumination, safety, and energy efficiency. Having Aaron on the project team will ensure the critical electrical infrastructure is delivered in a way that supports the project vision in a cost-effective and practical manner.

Aaron will be the electrical point of contact for the project and lead the design effort from Schematic Design through construction. He will engage other electrical team members and coordinate with other disciplines to deliver a successful, well-coordinated project.

Project Experience:

New High School Campus – Sartell, MN

High School Stadium Lighting Upgrades – Sartell, MN

Lions Park Improvements – Rogers, MN

Woodhaven Park Improvements – City of Eagan

Riverfront Park Improvements – Sauk Rapids, MN

Ironwood Park Improvements – Carver, MN

PROJECT UNDERSTANDING

PROJECT APPROACH

The City of Lake Elmo is a rapidly growing city that has retained its rural feel by prioritizing the protection of open spaces including the extensive park system. There are twenty-four (24) parks listed on the city's website with various amenities. Of the twenty-four parks there are ten with ball fields and of those ten ball fields, eight are recreational with more competition-based fields at VFW and Lions Parks.

According to the Lake Elmo Baseball Association website, 260 players tried out which was the largest class ever. Further defining the project need comes from general city demographic data that reflects a growing community, the signs of increased field demand, and the limited supply of adequate ball field inventory in the city.

Pebble, Reid, and Ridge Park all have an existing baseball field and seem to have adequate space to accommodate the proposed improvements. Improving fields at these parks will provide better geographic convenience to fields that have the capacity to be used for more formal baseball use while also serving as a recreational option.

Enhancing the Project Understanding

Our first step will be to work with city staff to better understand the project drivers and stakeholders. It is critical to determine the motive and intent of the ultimate use of these fields and the user groups involved. Getting the field usage intents correct will drive the design process.

Once the project drivers are identified it will be important to discuss the project's financial and political realities. We understand the fiscal realities faced by cities as well as the communication necessary to defend the expenditure to user groups that may not directly benefit from this round of improvements.

Most of this up-front work will focus heavily on workshops with city staff and include elected/appointed officials as staff sees fit.

Design Phase (Phase 1)

With the project drivers and fiscal/political framework established, conceptual layouts are generated. We typically provide a few concepts to brainstorm with staff and get feedback. Once we get feedback a final option or two will move forward. It is at this point that we find it is most effective to involve the elected/appointed officials.

**FAMILIARTY WITH
DESIGN,
CONSTRUCTION, AND
PLANNING**

At this stage we will generate high-level budget estimates to assist in the decision-making process. These estimates will be refined as a final option is selected and the design process moves to creating bid documents.

Critical to this phase is the generation of to-scale graphics that show the concepts and how they fit into the context of the parks. There is more detail and examples of how we accomplish this in the Computer Aided Design capability discussion. These graphics are critical to internal city discussions, informing the public and to support a capital campaign if that proves to be a funding source.

Bidding Documents/Bidding/Construction (Phase 2)

After deciding on the selected alternative for each site we will prepare bidding documents. We are familiar with the public bidding process with our work with municipalities and school districts for similar projects. It is assumed that the planned project delivery method for this project is General Contractor and this can be done as one contract for all three sites or separated as the city desires.

Design Tree will lead the bidding process, schedule the bid opening, create the bid tabulation, and prepare an award recommendation. We will attend city meetings as needed/requested by city staff.

Given the scope of the project we plan to perform intermittent, critical path site visits during construction. We will coordinate with city staff regarding these expectations and how to ensure that the project is constructed consistent with the design intent and quality is maintained.

Design Tree Engineering's roots are in the planning, design, and construction of public sector projects. The key personnel of Dan Folsom and Jeremy Anderson have broad experience in municipal engineering serving as City Engineer for several communities throughout their career. This experience has been applied to outdoor activity projects for school districts and municipalities.

This base of experience allows us to provide "turnkey" services for projects like the Lake Elmo Ballfield project. We recognize that city staff resources are tight especially during the construction season so we will lead the project to take pressure off.

Planning is one of our favorite things to do. The creative and collaborative process is a great complement to our day-to-day design work.

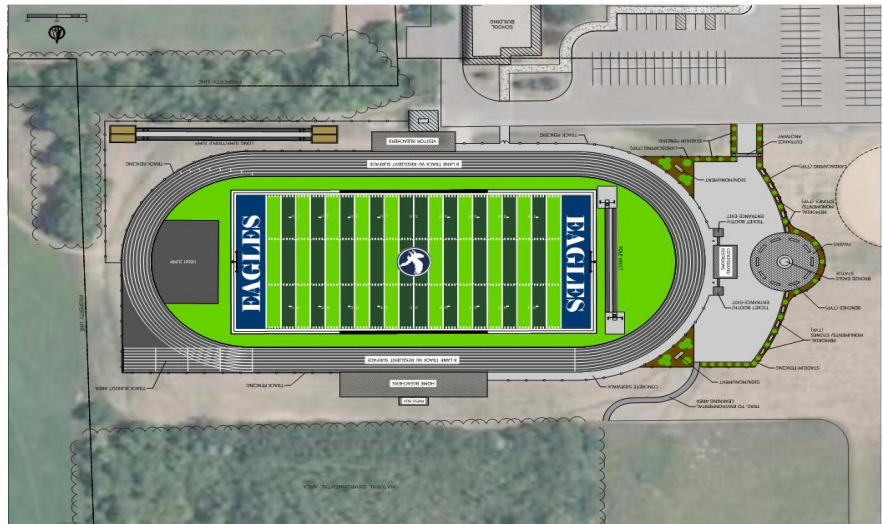
COMPUTER AIDED DRAFTING AND DESIGN CAPABILITIES

Design Tree uses various CADD tools and resources to plan and design the projects that we are involved in. During the concept phase we start our work with 2-dimensional drawings in AutoCAD since we find this the most efficient way to generate alternatives. Once the concepts are getting more definition and the number of alternatives are reduced we use a modeling software called InfraWorks. Modeling is a critical step that can help visualize what the finished product will look like.

After selecting the preferred alternative we use AutoCAD 3D to prepare bidding documents from the existing conditions survey.

If more polished renderings are needed/desired, a software called Lumion is used to generate the renderings.

Shown below is an example of a 2-D layout used for planning and a 3-D model that captured the concept and put it into context.



SARTELL HIGH SCHOOL ACTIVITY COMPLEX

SARTELL, MN



The Sartell – St. Stephen School District passed a referendum in 2016 that included the construction of a new High School. Design Tree provided Civil Engineering Services to design a softball “pinwheel”, varsity baseball field, five multi-purpose practice fields, and two multi-purpose varsity fields for soccer and football. Site design also included parking lots, drives, trails, and gathering spaces. Extensive coordination between the district and the City of Sartell for infrastructure projects to support the project including a multi-use trail that traverses the site and connects to the city trail system.

ST. CLOUD TECH HIGH SCHOOL ACTIVITY COMPLEX

ST.CLOUD, MN



The St. Cloud Area School District passed a referendum in 2016 that included the construction of a new High School. Design Tree provided Civil Engineering services to design the activities complex that consists of two baseball fields, three softball fields, four multi-purpose fields, a synthetic turf football stadium, and tennis courts. Challenging site conditions included wetlands, a trout stream through the site, a high ground water table, and no city infrastructure serving the site. These challenges were handled by coordinating with the city, creative storm water management strategies, and an efficient complex layout.

SOUTH COMMUNITY PARK IMPROVEMENTS

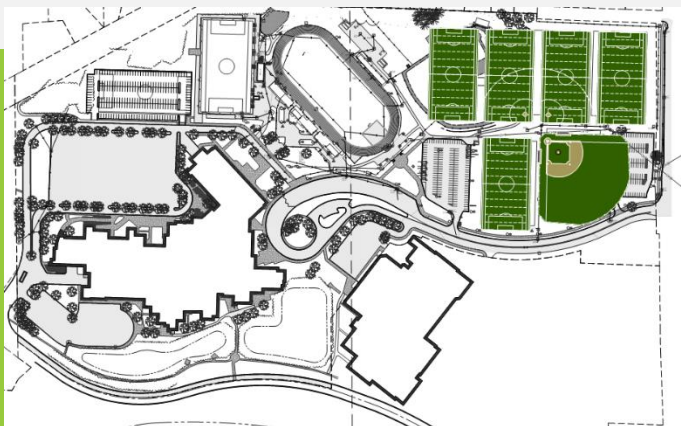
ROGERS, MN



The City of Rogers passed a Local Option Sales Tax with one of the priorities being parks and trails. South Community Park is currently 10 acres of undeveloped city land adjacent to an Elementary School where the city will be constructing four baseball fields, two skating rinks, parking, and a warming house/storage building. Design Tree is leading this project, contracted directly with the city and will be performing design, bidding, and construction services. The project is currently in the early design phase.

EDEN PRAIRIE HIGH SCHOOL ACTIVITY COMPLEX MASTER PLANNING

EDEN PRAIRIE, MN



The Eden Prairie High School complex resides on the original site where building and parking expansions to accommodate growth have squeezed the site. Converting grass fields to artificial turf for enhanced scheduling and reconfiguring field orientation are being considered as strategies to optimize space. Focus will also be given to create outdoor gathering and learning spaces to tie activity spaces in with educational opportunities. Design Tree is working directly with the district in performing master planning services. The project is in the mid-stages of planning.

ROCORI HIGH SCHOOL ACTIVITY COMPLEX MASTER PLANNING

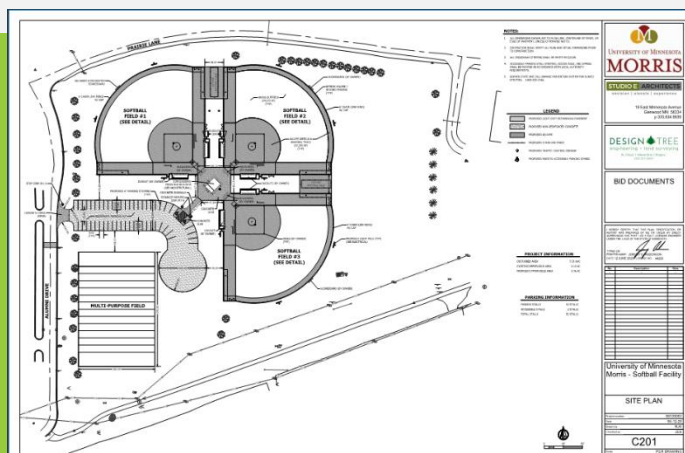
COLD SPRING, MN



ROCORI School District serves a growing St. Cloud suburban area with a storied athletic history. To address their present and future demands they imagined how a farm field neighboring their middle/high school campus could supplement their existing activity complex. Design Tree assisted the district in capturing their vision into a master plan that laid out baseball, softball, and multi-purpose fields and the infrastructure to support the athletes, spectators, and community.

UNIVERSITY OF MINNESOTA MORRIS SOFTBALL FACILITY

MORRIS, MN



The University of Minnesota Morris is located in west-central Minnesota had softball facilities that needed attention. Existing facilities had exceeded their useful life and lacked core support infrastructure such as concessions/press box, parking, and an efficient field layout. Design Tree teamed with an Architect to work with the University's Athletic Department and develop the overall layout that resulted in three new fields and state-of-the-art support facilities.

REFERENCES

We are proud of the work we do and humbled by clients entrusting us with their project. Please contact the references below to reinforce the qualifications contained in our proposal. If more references are needed, don't hesitate to contact Dan Folsom.

St. Cloud School District

Mike Spanier – Facilities Consultant
320-267-6195
mike.spanier@isd742.org

Sartell – St. Stephen School District

Joe Prom – Business Manager
320-656-3721
Joe.prom@isd748.org

Eden Prairie School District

Kyle Fisher – Director of Facilities, Safety, and Grounds
952-975-7124
mweber@ci.brooklyn-center.mn.us

City of Rogers

Andrew Simmons – Public Works Superintendent
763-428-0907
asimmons@rogersmn.gov

FEE SCHEDULE



2023 RATE SCHEDULE

Principal	\$225/hour
Engineer/Land Surveyor IV	\$190/hour
Engineer/Land Surveyor III	\$165/hour
Engineer/Land Surveyor II	\$145/hour
Engineer/Land Surveyor I	\$120/hour
Technician IV	\$145/hour
Technician III	\$120/hour
Technician II	\$105/hour
Technician I	\$90/hour
Administrative Assistant	\$70/hour

Reimbursable Expenses

Mileage	@ Federal Mileage Rate
Postage/Shipping	@ Cost
Meals and Lodging	@ Cost

Rates are good through December 31, 2023

EXHIBIT A

PROPOSAL FORM

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed \$ 25,000
Includes field lighting design.
2. Professional services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**, a number not to exceed \$ 60,000
Includes field lighting design.
3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed \$ 30,000

Note: Fees reflected above assume that an existing conditions survey will be provided by the city and not part of the RFP scope.

Signature of Proposer: Daniel Folsom

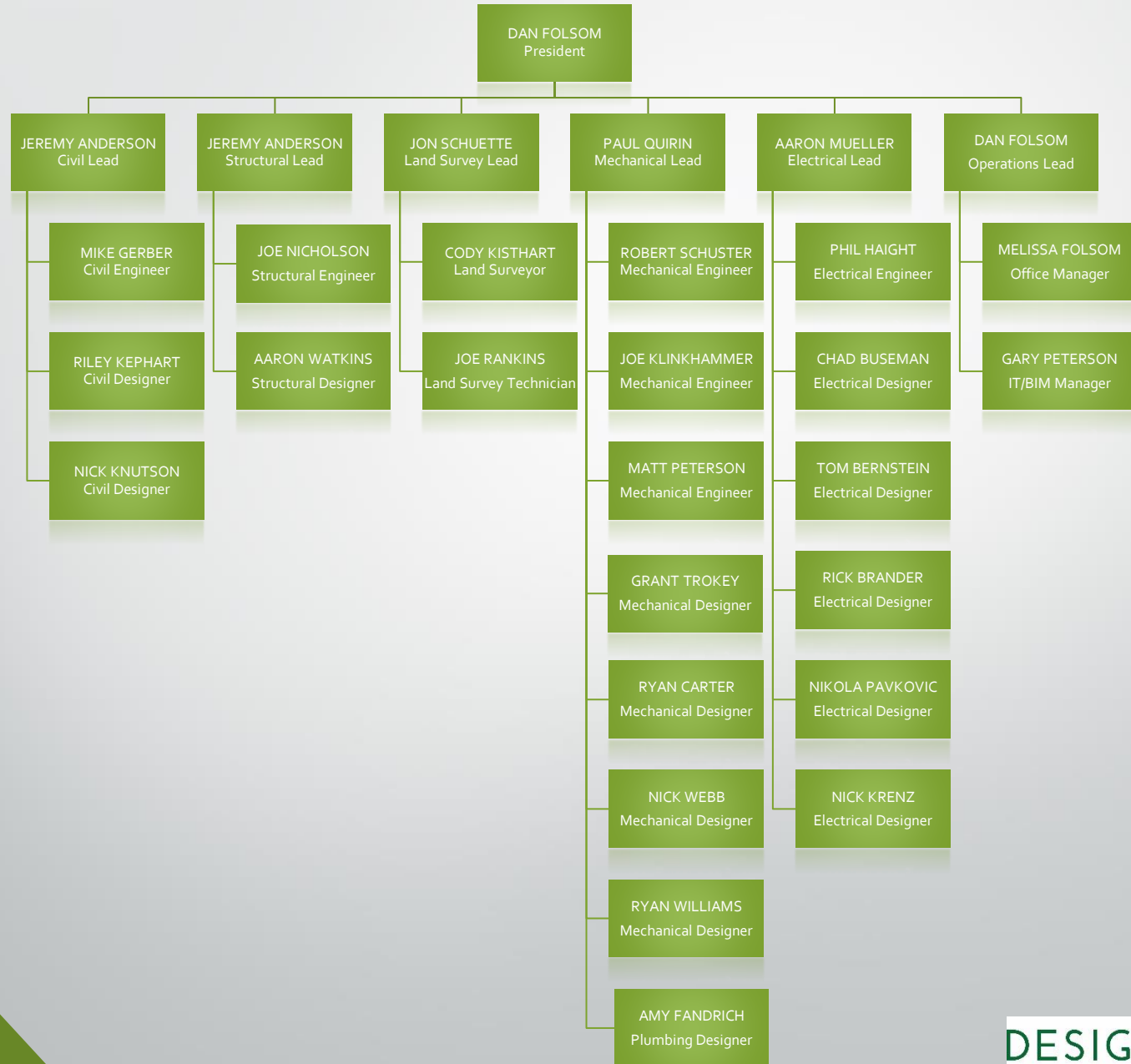
Name of Proposer: Dan Folsom, PE - President

Address: 601 Carlson Parkway, Suite 1053; Minnetonka, MN 55305

Phone Number: 763-270-6310

Email Address: djf@dte-ls.com

Appendix B - Design Tree Organizational Chart





Proposal to Provide
Architectural and Engineering Services for the

**CITY OF LAKE ELMO
BASEBALL FIELD CONSTRUCTION/RENOVATION DESIGN AND
PREPARATION OF BID DOCUMENT SERVICES**

Steven Foss, PLA, ASLA
Project Manager
steven.foss@tkda.com
651.955.1471 | steven.foss@tkda.com

444 Cedar Street, Suite 1500
Saint Paul, MN 55101
tkda.com





May 23, 2023

Mr. Adam Swanepoel
City of Lake Elmo
3800 Laverne Avenue North
Lake Elmo, MN 55042
aswanepoel@lakeelmo.org

Re: Response to Request for Proposal
Baseball Field Construction/Renovation Design and Preparation of Bid Document Services

Dear Mr. Swanepoel and Members of the Selection Committee:

Quality athletic fields are as vital to growing communities as its people. The City of Lake Elmo is considered one of the state's fastest growing cities, attracting many young families. With new development and population growth also comes an increased need to accommodate the interest in youth sports. The City of Lake Elmo would like to evaluate alternatives for renovations/additions to the ballfield facilities at Reid, Pebble, and Ridge Parks. We understand these decisions have fiscal impacts and we approach park renovations from a sustainable and cost-effective viewpoint. Recreational amenities and parks are at the heart of a community.

TKDA is pleased to submit our qualifications to support the City of Lake Elmo in the evaluation of ballfield facilities. Steve Foss and Kathleen Anglo, along with our design team of architects and engineers, have extensive experience in the design and implementation of recreational, high school, and collegiate athletic facilities. We balance creative park design with a pragmatic understanding of park infrastructure needs and maintenance. Parks should be engaging and fun, and as such, so should the design process! Our goal is to enrich the lives of the Lake Elmo residents and visitors with unique, creative, and high-quality recreational amenities, well-suited to the surrounding context.

Our team has the expertise and capacity to further collaborate, realize, and implement baseball field improvements at Reid, Ridge, and Pebble Parks. We come with an open mind and we look forward to working alongside City staff during the design process to explore the possibilities within each park.

Thank you for considering TKDA for this exciting opportunity. If acceptable, please issue a Task Order under our Architect-Engineer Agreement dated February 2, 1988, or a mutually agreeable contract as referenced in the Request for Proposals. We look forward to a collaborative relationship with the City of Lake Elmo on this project. If you have any questions regarding this proposal, please contact me directly at 651.955.1471 or at steven.foss@tkda.com.

Sincerely,


Steven Foss, PLA, ASLA
Project Manager


DJ Heinle, AIA, CID, NCARB
Vice President Architecture

Firm Information

TKDA

Prime Firm
444 Cedar Street, Suite 1500 | Saint Paul, MN 55101

Contact:
Steven Foss
Project Manager/Point of Contact
651.955.1471 | steven.foss@tkda.com

Year Established: 1910
Legal Status: S-Corporation
Ownership: Employee-owned

Officers:

- Thomas Stoneburner, PE – President/Chief Executive Officer
- Jeff Lipovetz – Chief Operating Officer

Vice Presidents

- DJ Heinle, AIA – Architecture
- John Ahern, PE – Aviation
- Peter R. “Rusty” Steitz, PE – Facilities Engineering
- Andrew Wagstrom, PE – Rail
- Matthew Christensen, PE, SE – Surface Transportation

Program Directors and Chief Officers

- Jeannine Clancy – Program Director, Strategic and Community Partnerships
- Doug Fischer, PE – Program Director, Government Markets
- Craig Anderson – Chief Marketing and Business Development Officer
- Daniel Schafer – Chief Financial Officer
- Cameron Smith – Chief Legal Officer
- Darci Tanberg – Chief Human Resources Officer

The project will be led by TKDA’s Saint Paul office and comprised of landscape architects and architects along with the firm’s mechanical, electrical, structural, and civil engineers. The following subconsultant will also be utilized.

Braun Intertec Corporation

Geotechnical Services
11001 Hampshire Avenue S. | Minneapolis, MN 55438

Contact:
Jeffrey Casmer, PE | Project Engineer
952.995.2314 direct | 952.300.5803 mobile
jcasemer@braunintertec.com
Year Established: 1957
Ownership: Employee-owned

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Key Personnel

- TKDA
- ▲ Braun Intertec



■ **Kathleen Anglo, PLA, ASLA, SITES AP**
QA/QC Manager

■ **Steven Foss, PLA, ASLA**
Project Manager/Landscape Architect

Project Team

■ **Josh Elder**
Architectural Designer

■ **Joseph Yobbie**
Lighting Designer

■ **Jonathan Libby, PE**
Water Resources Engineer

■ **Brian Kelley**
Irrigation Specialist

■ **Marc Prasch**
Survey

▲ **Jeffrey Casmer, PE**
Geotechnical Services

The TKDA team members will fully commit their personnel resources to the timely completion of your project. In addition to the team highlighted in this proposal, TKDA has a staff of over 350 individuals including architects, engineers, and technicians to draw on for additional project support. Other team members also possess a depth relative to their project involvement, and are committed to fulfilling their role to deliver successful baseball field design and renovations for the City of Lake Elmo.

Strong project management is TKDA's specialty, and is the reason behind its many successful projects. **Steven Foss** will serve as the Project Manager/Landscape Architect and work alongside City staff to set the schedule and ensure the baseball field construction/renovation design meets the goals established by the City.

Key Personnel

Steven Foss, PLA, ASLA



PROJECT MANAGER/ LANDSCAPE ARCHITECT

Registrations/Certifications

Landscape Architect –
MN #56852

ASLA

Steven Foss designs civic spaces, parks, streetscapes, and site development plans with the general public in mind. He develops comprehensive park system plans including site inventory and analysis, master planning, and cost estimating for future development efforts. With his 11 years of experience, Steve works collaboratively with the external clients, internal team, public groups, and other design professionals throughout the design process. He consistently meets project construction budgets with creative aesthetic design solutions.

RELEVANT EXPERIENCE:

Project Manager/Landscape Architect, UMore Ballfields Phase II Improvements, City of Rosemount, Rosemount, MN*

Design of new parking lot and two ballfields including site amenities and ballfield lighting.

Landscape Architect, Welcome Park Ballfields, City of Crystal, Crystal, MN*

Assisted in the development of construction document and construction administration of one multi-purpose ballfields and walk connections.

Landscape Designer, Kaposia Landing Sports Field Complex, City of South St. Paul, South St. Paul, MN*

Assisted in the development of construction document and construction administration of three multi-purpose ballfields, one baseball field, trail connections, and shelter.

Landscape Designer, Sand Creek Sports Field Complex, City of Coon Rapids, Coon Rapids, MN*

Assisted in the development of construction document and construction administration of four multi-purpose ballfields, two multi-purpose fields, parking lots, trail connections, and shelter.

Landscape Architect, St Scholastica Softball Facilities Masterplanning, College of St. Scholastica, Duluth, MN

Prepared concept plans for three locations for a potential new softball facility.

Project Manager/Landscape Architect, Flint Hills Athletic Complex Phase II Improvements, City of Rosemount, Rosemount, MN*

Led design of drive and new parking lot, four multi-purpose fields, trail connections, shelter, and play area.

Landscape Architect, Farwell Park Improvements, Minneapolis Park & Recreation Board, Minneapolis, MN

Prepared construction documentation for park improvements at Farwell Park.

Landscape Architect, Hall Park Improvements, Minneapolis Park & Recreation Board, Minneapolis, MN

Prepared construction documentation for park improvements at Hall Park.

**Projects completed while with previous employers.*

Key Personnel

Kathleen Anglo, PLA, ASLA, SITES AP



QA/QC MANAGER

Registrations/Certifications

Professional Landscape Architect – MN #43242, IA, MO, ND, SD, TN, TX, WI
Sites AP

Kathleen Anglo has over 24 years of experience in planning parks, trails, building sites, and campuses. She is highly skilled in strategic planning, problem solving, community engagement, design detailing, QA/QC, and construction administration. Kathleen creates spaces for human interaction while preserving natural environments. She elevates the user experience with intuitive designs that blend into the natural landscape. Kathleen previously worked for the City of Saint Paul where she created beautiful outdoor spaces while also maintaining high quality infrastructure. She thoughtfully identifies, plans, and implements solutions for complex urban and natural resource projects.

RELEVANT EXPERIENCE:

Landscape Architect, Wheeler Sports Complex Redesign, City of Duluth, Duluth, MN

The sports center was redesigned for better pedestrian and vehicular circulation and ADA compliance. The dugouts on Fields 2 and 3 were redesigned, retaining walls replaced, and ADA-compliant ramps incorporated. The concession building was also redesigned to include a family restroom. TKDA provided design and construction administration services.

Project Manager/Landscape Architect, Lake Elmo Park Reserve Improvements, Washington County, Lake Elmo, MN

Improvements to the 3.8-mile Eagle Point Trail and the 80-site modern campground. Trail upgrades included design of a new trailhead restroom facility, parking area, drainage improvements, site amenities, and landscaping. Campground upgrades provided additional power hook-ups, new water lines, sewer hookups, and updated play area with walkways, equipment, resilient surfacing, seating, drinking fountain, and landscaping.

Senior Landscape Architect, Frogtown Community Center (formerly Scheffer Recreation Center) Site Improvements, City of Saint Paul, Saint Paul, MN*

Worked in partnership with consulting architecture firm on the site planning for a new recreation center building. The existing building was kept in place while the new building was constructed. Landscape Architecture design included an overall park master plan, building entrance plazas, parking lot layout, pedestrian access, play area, artificial turf athletic fields, basketball court, Ka-tow courts, site amenities, and planting plan for the 4.5-acre site.

Landscape Architect, Palace Community Center Expansion and Site Improvements, City of Saint Paul, Saint Paul, MN*

Site design for building expansion completed in Phase I. The scope of work for Phase II added a new play area, the reconfiguration and enhancements of the ball fields with new backstops, bleachers and the installation of field lighting. Additional improvements on the site are accessible walking paths, benches, picnic tables, bike racks and landscaping.

Lead Landscape Architect, El Rio Vista/Wellstone Community Center, City of Saint Paul, Saint Paul, MN*

Artificial turf field.

Lead Landscape Architect, Sylvan Park, City of Saint Paul, Saint Paul, MN*

Artificial turf field.

Project Manager/Landscape Architect, Baker Tennis Court and Site Improvements, City of Saint Paul, Saint Paul, MN*

New tennis and basketball courts.

**Projects completed while with previous employers.*

Key Personnel



ARCHITECTURAL DESIGNER

Josh Elder Architectural Specialist

Josh Elder has 20 years of experience designing and detailing of buildings, building envelopes and roofs. He also brings a comprehensive knowledge of codes, industry best practices, and regulatory requirements.

Wheeler Sports Complex Renovation | City of Duluth, Duluth, MN
Semer's Park Covered Pavilion | City of Ely, Ely, MN
Entry Building - Fred Wells Tennis and Education Center | Saint Paul, MN



LIGHTING DESIGNER

Joseph Yobbie Engineering Specialist II

Joe Yobbie designs lighting, signal, and power distribution systems with over 35 years of experience. He has a strong background in projects involving athletic field lighting and power. Joe works closely with project managers, preparing electrical plans and specifications.

Baseball Field Lighting | White Bear Township, MN
Alimagnet Park Baseball Field Lighting | Burnsville, MN
Palace Community Center Field Lighting | Saint Paul, MN
Aronson Park Softball Field Lighting | Lakeville, MN
Sports Field Lighting | Rice and Arlington Sports Dome, Saint Paul, MN



WATER RESOURCES ENGINEER

Jonathan Libby, PE, LEED AP Registered Engineer

Jonathan Libby has ten years of experience designing water resources for public infrastructure and land development projects. His technical expertise includes stormwater design, hydraulic and hydrological modeling, utility planning and design, roadway design, site planning, and site engineering.

Lake Elmo Park Reserve Improvements | Washington County, Lake Elmo, MN
Hidden Falls South | City of Saint Paul Division of Parks and Recreation, Saint Paul, MN
2019 Parking Lot Improvements | Saint Paul College, Saint Paul, MN

**Registrations/
Certifications**
Engineer – MN
#51276
LEED AP



IRRIGATION DESIGNER

Brian Kelley Engineering Specialist II

Brian Kelley designs mechanical systems with near 40 years of experience. He provides project management, construction contract administration, HVAC, plumbing and piping design, and specializes in the design of fire protection and irrigation systems.

Irrigation Plan | Hill Murray High School, Hill Murray Fathers Club, Inc., Maplewood, MN
Irrigation System | Saint Paul College, Saint Paul, MN
Softball Field Improvements | Dakota County Technical College, Rosemount, MN
Baseball Storage Building | Dakota County Technical College, Rosemount, MN



SURVEY

Marc Prasch Engineering Specialist I

Marc Prasch provides land surveying on-site and off-site support with 12 years of experience. He provides construction staking and operates robotic total station and GPS. Marc leads TKDA's 3D scanning efforts, digitally documenting existing facilities and conditions.



GEOTECHNICAL ENGINEER

Jeffrey Casmer, PE Project Engineer, Braun Intertec

Jeff Casmer prepares geotechnical evaluation reports, performs engineering analyses, coordinates field explorations, classifies soil samples and assigns laboratory testing, and scopes out any other project geotechnical tasks.

Similar Projects

UMore Ballfields Phase II Improvements Rosemount, MN*

The UMore Ballfields Phase II Improvement Project was implemented to provide additional fields due to the growing demand within the youth ballfield organizations. As part of this phase, two additional fields were designed and constructed as well as expanding the existing parking lot. Through the design, Steve communicated with the City and key stakeholders to obtain and incorporate expressed desires in the expansion of this facility. The project included:

- Two ballfields with backstops, perimeter fencing, irrigation, lighting, dugouts, bleachers, batting cages, and scoreboards.
- Parking lot expansion meeting ADA compliance and future drive connections for the final phase of the complex.
- Trail and walkway connections to phase II fields and future planning of trails and walkways for the final phase of the complex.

As project manager, Steve developed the construction documents and managed the project through construction.

**Work performed while at previous employer.*

Personnel

- Steven Foss

Reference

Dan Schultz, Parks and Recreation Director
City of Rosemount
13885 S Robert Trail
Rosemount, MN 55068
651.322.6012
dan.schultz@ci.rosemount.mn.us



Similar Projects

Wheeler Sports Complex Redesign **Duluth, MN**

The Wheeler Athletic Complex was redesigned for better pedestrian and vehicular circulation and ADA compliance. TKDA was hired by the City of Duluth to initially provide cost estimating for improvements to the Wheeler Complex in order for the City to apply for Outdoor Recreation Grant funds from the MN DNR. TKDA was then hired to provide the design and construction administration services.

This Outdoor Recreation Grant Funded project includes:

- Circulation paths throughout the complex to connect various activities and buildings
- Replacement of retaining walls and incorporation of an ADA compliant ramp.
- Redesign of the dugouts on softball Fields 2 and 3 to be compliant for NCAA and other competitively sanctioned games.
- Redesign of the concession building to include a family assisted toilet room.
- Repair and restriping of tennis and basketball courts to include pickleball.
- Plantings to better define edges of green spaces.
- Improved bocce ball court wooden borders and ADA access point.
- Picnic pavilions
- Drinking fountain and access pad
- Drain tile and grading of Field 7 to improve drainage in right field

Personnel

- Kathleen Anglo
- Josh Elder

Reference

Rob Hurd
Construction Project Coordinator
City of Duluth
Duluth, MN 55806
218.730.4416
rhurd@duluthmn.gov



Similar Projects

Ames Baseball Complex

Dakota County Technical College, Rosemount, MN

TKDA provided site planning, design, and construction administration services for the new outdoor baseball complex on the Dakota County Technical College's (DCTC) Rosemount campus. Some of the construction work was performed by school programs.

The complex provides a regulation NCAA baseball field with irrigation, masonry dugouts, prefabricated metal bleacher seating for 600 with prefabricated metal press box, batting cages, and a storage building with space for concessions, restrooms, and mechanical room. The project included storm water management improvements for the field and adjacent parking areas.

Personnel

- Joe Yobbie

Reference

Paul DeMuth
Director of Operations
Dakota County Technical College
651.423.8370
paul.demuth@dctc.mnscu.edu



Understanding/Approach

Project Understanding

The City of Lake Elmo is interested in incorporating potential ballfield upgrades at Reid Park, Ridge Park and Pebble Park.

Reid Park currently has a recreational baseball field with a backstop and baseline fencing. The goal is to adjust the location of the field so centerfield has a minimum distance of 240 feet, with 200 feet left and right fence lines. Options the City is considering at this park are: a hooded backstop, dugouts, baseline fencing, an exterior fence, a clay infield with bases at 60 feet, lighting, irrigation, and a grass outfield. The City also wants to extend the parking lot to have space for 40 vehicles.

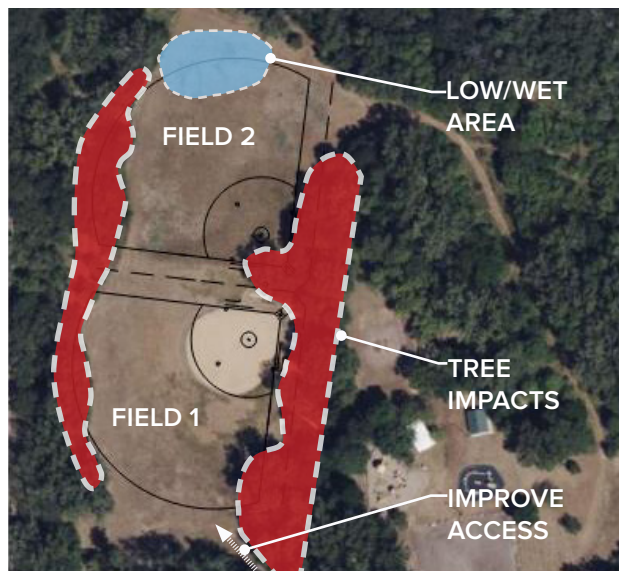
Ridge Park currently has one recreational baseball field with a backstop. The scope of project in this park is to place two baseball fields within the area and to create a parking area to hold 60 cars. Field 1 will be planned as a competitive baseball field at high school baseball standards (with separate bid options for an artificial turf field usable for baseball and softball). Field 2 (if space is allowed) will be designed as a competitive or recreational field. Fields will need to be designed to correlate with one another regarding space and accessibility. Cost options/comparisons of an artificial turf field versus grass will also be necessary.

Pebble Park currently has one recreational baseball field with a backstop. The goal is to place two recreational baseball fields next to each other and include backstops, dugouts, baseline fencing, and a clay infield with infield bases at 60 feet. Improvements to the outfields will include a flat and drainable surface with grass turf.

Design Approach

Quality athletic fields are as vital to growing communities as its people. In order to meet the needs and goals of high-quality fields, planning and evaluation is needed to achieve the best fit and most cost-effective options in the construction/renovation of these ballfields within these parks.

To begin the design approach, we will first establish a project management team (PMT), consisting of key personnel responsible who will be involved through the development of the project. Following identifying the PMT, TKDA will conduct a project kick-off meeting. The purpose of this meeting will be to identify a hierarchy of needs expressed by the PMT. This will serve as a baseline which TKDA will continually re-evaluate through the design process. As identified in the RFP, the project will consist of two phases. Phase 1 will consist of preparing conceptual drawings for the baseball fields. During this phase TKDA will review site opportunities and constraints and identify factors which may influence the proposed design of these fields.



Understanding/Approach

Factors may include social and environmental considerations impacting the potential outcome. Resulting from this review, concept plans will be prepared reflecting these considerations as well as the estimated costs based upon the proposed improvements. TKDA and the PMT will assess and determine how to proceed with the development of phase 2. Depending on the estimated costs from this process, one or only some of the field improvements identified in the phase 1 will move forward as identified on the proposal form.

Work Plan

Based on TKDA's understanding of the Project, we propose to provide the following services and deliverables. These are broken down into two phases. Phase 1 includes preliminary design and phase 2 includes final design, bidding and construction administration.

PHASE ONE

PRELIMINARY DESIGN

Preliminary Design will include identification of the PMT, PMT review meetings, development of concepts and corresponding estimates based upon feedback received from the PMT. At the conclusion of preliminary design, the PMT will evaluate how to proceed with phase two development based upon the budget availability.

Tasks:

- Meetings
 - Kick-off with Project Management Team (PMT)
 - Review Concepts
- Site survey
- Site visit and analysis
- Concept development
- Cost estimate

Deliverables:

- Site Inventory and Analysis Rendering
- Concept Plan Renderings
- Cost Estimate

PHASE TWO

FINAL DESIGN

During final design, our team will finalize all major systems and design elements. Prior to completing Issue for Bid documents, a thorough document set will be provided for review by the City and our internal QA/QC team to minimize errors and reduce change orders during construction.

Tasks:

- Design review meetings with PMT
- Review cost estimate
- Develop final bidding documents

Deliverables:

- Contract Documents
- Cost Estimate

BIDDING

Once all approvals are in, the drawings and specifications are advertised for bids. We will assist the City in providing answers to questions and preparing addenda as needed. Our team will remain engaged to support a fair and competitive bidding process.

Tasks:

- RFI review and response
- Review of product substitution requests

Deliverables:

- Answers to bidder questions
- Issue-for-Bid Drawings and Specifications

CONSTRUCTION ADMINISTRATION (CA)

During construction, we will be an active resource for City staff to ensure the building is constructed as designed. We will create a clear communication path with the contractor so they are aware of project goals. During this phase, our team will review submittals, coordinate with the special inspection agency, answer RFIs, and provide site observation reports. We will review contractor schedule of values against pay applications and provide punchlist and close-out documentation.

Familiarity with fields of real estate design, building design, construction, and planning

For more than 100 years, TKDA's team of engineers, architects, and planners have been working together to provide lasting design solutions. Steve Foss has implemented and assisted in the development of over 20 park projects over the course of his 12-year career, starting with concept design and seeing the projects through completion. Kathleen has designed and implemented over 50 park projects during the course of her career, 10 of those included either renovated or new ballfields, two with artificial turf. Combined, our staff has provided practical design solutions for numerous communities throughout the metro area and greater Minnesota.

Understanding/Approach (continued) and Project Schedule

Computer aided drafting and design capabilities

Our landscape architects, civil and electrical engineers are adept at the use of Auto CAD, CAD Civil 3D, and Adobe suite products to effectively design and present solutions to clients. We can also use 3D modeling software to further enhance our presentations and create an easy-to-understand representation of proposed changes and impacts. We have a full palette of design software to clearly and creatively tell the design story to provide useful information to make informed design and implementation decisions.



PROJECT SCHEDULE

PHASE ONE

Preliminary Design (June 2023 – October 2023)

- Project Management Team (PMT) Project Kick-off Meeting
- PMT Hierarchy of Needs
- Site Survey and Analysis
- PMT Concept Plan Review Meeting
- PMT Updated Concept Plan Review Meeting

PHASE TWO

Final Design (October 2023 – December 2023)

- Construction Documents (Plans, Specifications, and Cost Estimate)
- PMT Meeting: Plan Submittal Page Turn Review
- Final Issue for Bid QA/QC period
- Issue for Bid Submittal

Bidding (January 2024)

- Job Posted for Bidding
- Final Addendum Issued (if needed)
- Bid Opening

Construction (March 2024 – October 2024)

- Substantial Completion
- Punchlist
- Final Completion/Closeout



2023 SCHEDULE OF HOURLY BILLING RATES

<u>Classification</u>	<u>Range of Hourly Billing Rates*</u>		
Senior Management (CEO, Vice President)	\$ 189.00	to	\$ 276.00
Senior Registered Engineer, Architect, Landscape Architect, Senior Scientist, Senior GIS Analyst or Senior Planner	\$ 104.00	to	\$ 276.00
Engineering, Architectural, Planning, or GIS Specialist II	\$ 93.00	to	\$ 261.00
Engineering, Architectural, Planning, or GIS Specialist I	\$ 81.00	to	\$ 160.00
Registered Engineer, Architect, Landscape Architect, Planner, GIS Analyst, Professional Land Surveyor, Scientist, or Certified Interior Designer	\$ 64.00	to	\$ 197.00
Graduate Engineer, Planner, Interior Designer, Scientist, GIS Analyst, or Land Surveyor	\$ 64.00	to	\$ 139.00
Architectural Designer or Landscape Architectural Designer	\$ 64.00	to	\$ 116.00
Technician III	\$ 84.00	to	\$ 122.00 **
Technician II	\$ 58.00	to	\$ 110.00 **
Technician I	\$ 44.00	to	\$ 93.00 **

* Rates effective until December 31, 2023.

** For hours worked over 40 hours per week individuals are billed at one and one-half times the above rates.

In addition to hourly charges, TKDA shall be reimbursed for direct expenses actually incurred. Unless otherwise approved by the Client, direct expenses for travel and subsistence will be billed at or up to applicable IRS and US GSA published rates. TKDA shall be reimbursed for subconsultant fees at the amount billed TKDA plus 10%.

EXHIBIT A

PROPOSAL FORM

Below is a breakdown of the fee for phases one and two with a total number not to exceed for the three parks in the event that one or more of the park designs do not move forward into Phase 2 final design, bidding, and construction administration due to funding constraints.

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed:

Phase One – Preliminary Design	\$5,000
Phase Two – Final Design:	\$23,300
Phase Two – Bidding & CA:	\$4,100
Total (Phase One & Phase Two):	\$32,400

2. Professional services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**, a number not to exceed:

Option A: Grass field (or fields)

Phase One – Preliminary Design	\$6,600
Phase Two – Final Design:	\$26,400
Phase Two – Bidding & CA:	\$4,100
Total (Phase One & Phase Two):	\$37,100

Option B: Competitive Synthetic Turf Field (and a second grass recreational field if room allows)

Phase One – Preliminary Design	\$6,600
Phase Two – Final Design:	\$27,600
Phase Two – Bidding & CA:	\$4,200
Total (Phase One & Phase Two):	\$38,400

3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed:

Phase One – Preliminary Design	\$6,500
Phase Two – Final Design:	\$8,000
Phase Two – Bidding & CA:	\$7,100
Total (Phase One & Phase Two):	\$21,600

Additional Information

Signature of Proposer: _____

Name of Proposer: DJ Heinle

Address: 444 Cedar Street, Suite 1500
Saint Paul, MN 55101

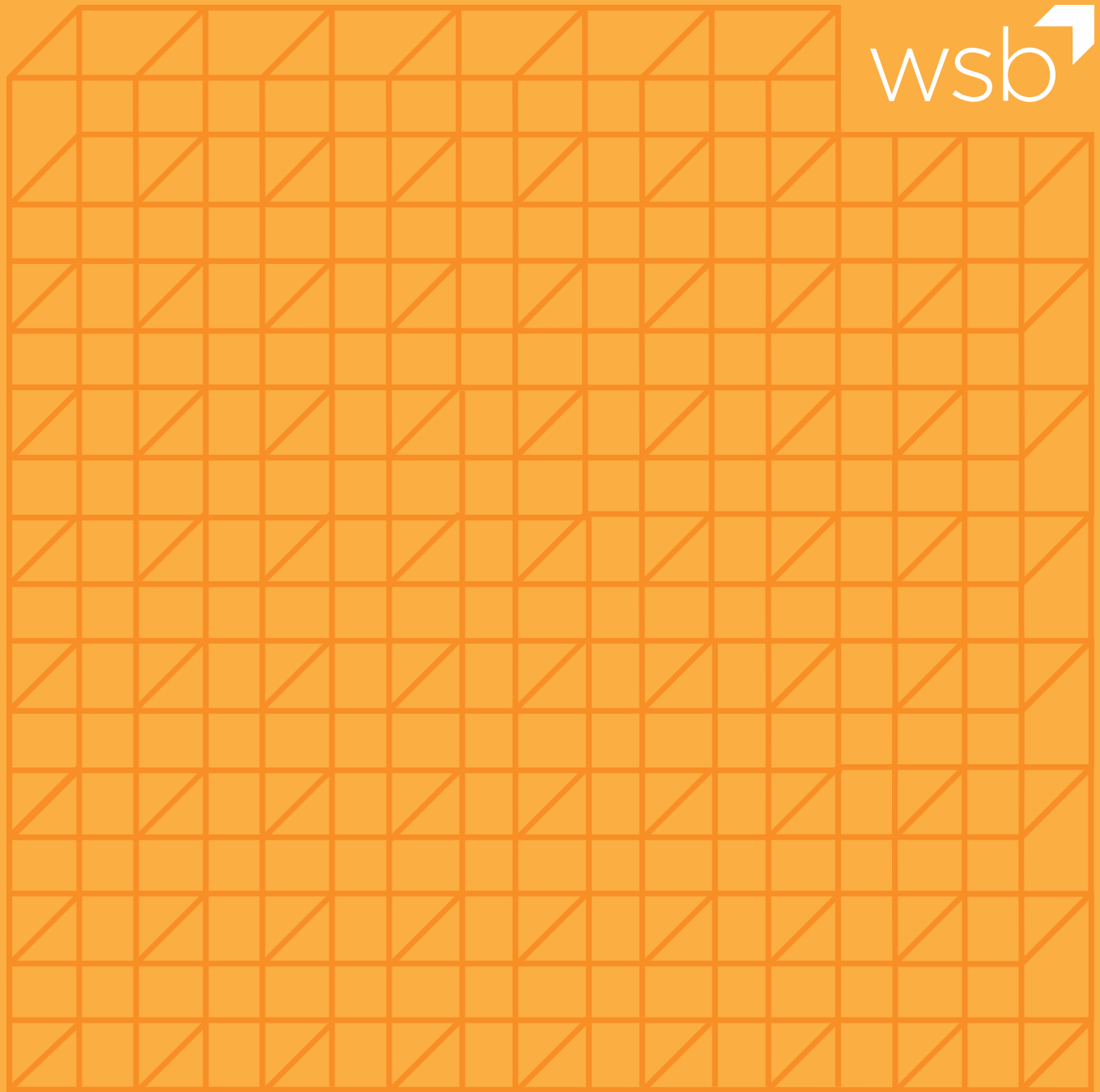
Phone Number: 651.292.4481

Email Address: dj.heinle@tkda.com



CHOOSE TKDA WITH CONFIDENCE





A PROPOSAL FOR

Baseball Field Construction, Renovation Design, and
Preparation of Bid Docement Services

FOR THE CITY OF LAKE ELMO



A PROPOSAL FOR

Baseball Field Construction, Renovation Design, and Preparation of Bid Document Services

FOR THE CITY OF LAKE ELMO

May 23, 2023

Adam Swanepoel, Assistant Public Works Director
City of Lake Elmo
3800 Laverne Avenue N.
Lake Elmo, MN 55042



Re: Proposal for Baseball Field Construction/Renovation Design and Preparation of Bid Document Services

Dear Adam,

On behalf of WSB, thank you for this opportunity to submit our qualifications. We have hand-selected a team that is well-positioned and eager to begin this project. We hope you take the following elements into consideration during your selection process.

Extensive Recreational Project Experience | WSB has a depth of experience in planning and designing athletic facilities and community parks (more than \$70 million in project costs in the past 20 years). This experience includes both natural and synthetic turf field surfaces. We understand your goals related to realistic yet optimal design solutions to ensure lifespan costs, fiscal responsibility, and best use scenario for each specific ballfield. Our recreational experts will provide thoughtful and efficient results for these important park improvements that align with your needs and goals.

Proven Team Leadership | Project Manager, Bob Slipka, will lead the WSB team and assist with the development of graphics, documentation, and cost estimates. Bob consistently continues to manage projects that are completed on time and within budget. As shown by our included project examples, our team's recreational expertise allows us to develop options to give you a diverse range of solutions along with associated costs to make informed decisions on final design and implementation.

Scheduling Success | We have developed a scope of work based upon the budget provided. WSB takes pride in successfully scheduling and scoping projects to align with client fees to keep projects on task and on budget. With support from our internal Project Controls Group, P6 scheduling, and regular meetings with City Project Management Staff, we are confident in executing this project with similar success.

We look forward to partnering with the City of Lake Elmo. WSB is willing and able to commit all necessary resources and staff as proposed and agrees to the coordinate with staff on contract terms and conditions listed in Section III of this Request for Proposals. If you have any questions or need clarifications regarding our proposal, please reach out to Bob at 612.201.5949 or RSlipka@wsbeng.com.

Sincerely, WSB

A handwritten signature in black ink, appearing to read "Robert A. Slipka III".

Bob Slipka, PLA
Project Manager

A handwritten signature in black ink, appearing to read "Jason Amberg".

Jason Amberg, PLA, ASLA
Principal



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Firm Overview



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

650+
STAFF

30+
SERVICE AREAS

16
OFFICES

5
STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Sustainability | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Main Line Consulting, Inc.

With more than 35 years of irrigation experience in all aspects of the industry – construction, service, sales, design and consulting – Main Line Consulting, Inc. (MLC) has the “real world” knowledge and expertise needed to develop a successful irrigation project. Since July 1999, MLC has focused and worked exclusively as irrigation consultants and does not provide any installation services. The firm works with clients to develop an irrigation system that is based on their needs and directives that are cost-effective, efficient, and maintainable.

MLC utilizes the latest in computer-aided irrigation design in the development of irrigation projects. The AutoCAD-based design software provides strict adherence to “standard” design principles, as well as access to the latest in product data crucial to the design process. This method of design also develops valuable information that is used in hydraulic modeling, scheduling, efficiencies, and control options. MLC’s hardware and software are continually being upgraded to remain current with all methods/products.



Engineering Design Initiative

Engineering Design Initiative (EDI) is a consulting firm focused on sustainable design, energy, and the environment. We offer full-service design, modeling, and commissioning services supporting the mechanical, electrical, and low-voltage engineering disciplines. EDI provides superior customer service coupled with creative, sound engineering and skilled project management to make a positive impact on the consulting engineering industry and our clients. We are passionate in our creative design, attention to detail, and commitment to teamwork from the initial performance goals through validation by commissioning. As stewards of the environment, we strive to create innovative design solutions that minimize the use of natural resources.



Contact Info & Firm Information

WSB & Associates, Inc.
701 Xenia Avenue South, Suite 300
Minneapolis MN, 55416

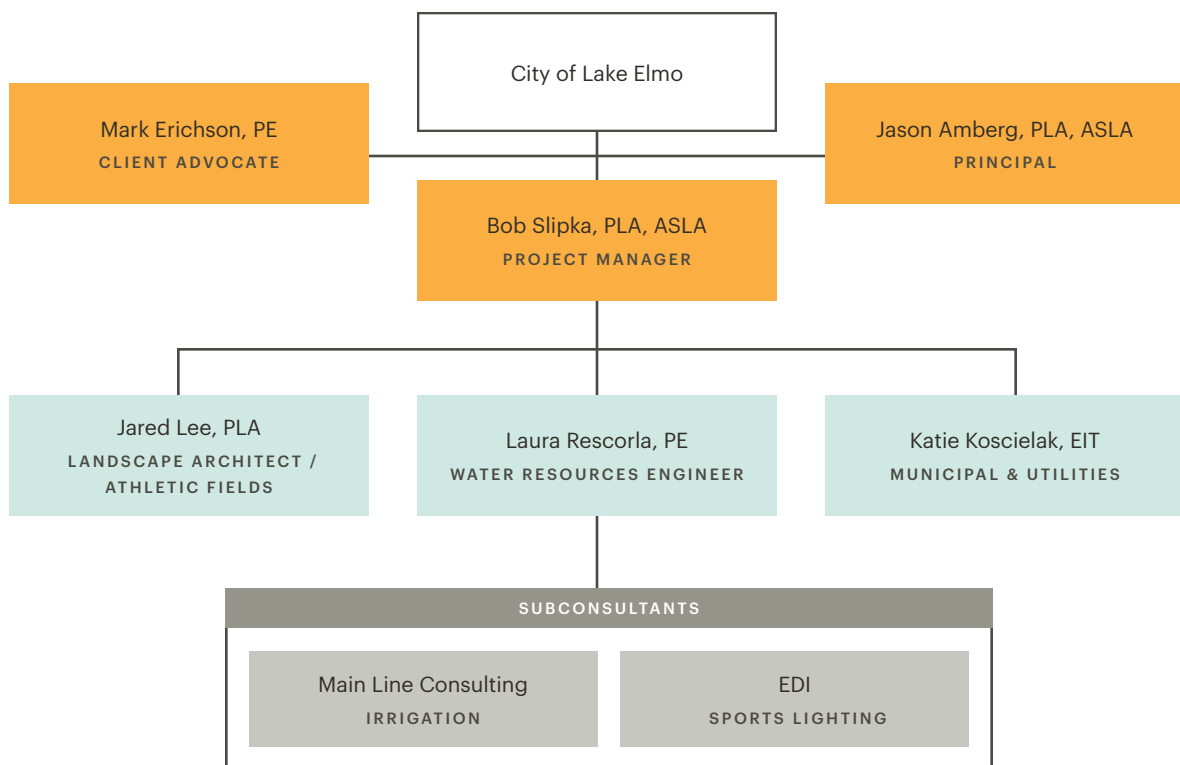
CONTACT:

Bob Slipka, PLA
Project Manager
701 Xenia Avenue South, Suite 300
Minneapolis MN, 55416
P: 612.201.5949
F: 763.541.4800
E: rslipka@wsbeng.com



Key Personnel

WSB has put together a committed team of experienced, creative professionals to work on this project. The team will be led by Bob Slipka, who has a long history of providing an over-the-top dedication to his clients and projects. Bob is a Senior Landscape Architect at WSB and will be supported by team members with varying backgrounds and areas of expertise in all aspects of the athletic field renovation, planning, and park planning for a well-rounded planning document.





Mark Erichson, PE

CLIENT ADVOCATE



Mark is a Principal and Senior Project Manager with over 25 years of experience in municipal and civil engineering projects including streets, storm sewers/stormwater management, water distribution systems, sanitary sewer systems, rate studies, capital improvement planning, environmental compliance, asset management, site grading, park improvements, development review, and municipal State Aid systems. His responsibilities include the design and/or preparation of project plans, specifications, construction management, engineer estimates, and permitting. Mark is currently the City Engineer for the City's of Wyoming and Hugo. Additionally, he is a Senior Project Manager for the City of Lakeville as well as the May Township Engineer.

SERVICE GROUP:
Municipal

REGISTRATION:
Professional Engineer

MN #40886

EDUCATION:
Bachelor of Science, Civil
Engineering, University of
Minnesota, 1997

2020 Street Improvements (Neighborhoods West of Kettle River Boulevard) | Wyoming, MN

CLIENT: CITY OF WYOMING

PROJECT DURATION: 2020 - CURRENT

This project involved the full reconstruction of deteriorating roadways. Existing roadways were both urban and rural sections with all roadway being reconstructed to urban sections. Innovative stormwater management practices were required to meet stormwater management rules with major drainage improvements required through the project areas. Minor sanitary sewer and watermain upgrades were also accomplished with this project. The project involved 113 assessable properties and required active public engagement related to improvements made and access during construction. Total construction cost for this project was \$2,800,000.

130th Street and Utility Improvements | Hugo, MN

CLIENT: CITY OF HUGO

PROJECT DURATION: 2019 - 2020

The 130th Street Improvement Project involved the expansion and full reconstruction of 130th Street from Highway 61 to Goodview Avenue. This rural section roadway was converted to and urban section roadway. The project was designed to accommodate access to a new residential development totaling nearly 400 units with accommodations being made for sanitary sewer, watermain, and storm sewer facilities to serve the development. Right of way acquisition was required for the improvements as the roadway included a roundabout, widening, realignment, and inclusion of an 8-ft pedestrian trail. The total construction cost for this project was \$2,700,000.

2018 Street Improvement Project (Pioneer Road, 260th Street, Indian Trail) | Wyoming, MN

CLIENT: CITY OF WYOMING

PROJECT DURATION: MAY 2018 - NOV 2018

This project involved full reconstruction of roadways, minor realignment of Pioneer Road, widening of Pioneer Road to meet MSA standards and better accommodate pedestrians choosing to walk/bike along the roadway, installation of driver feedback signs, and innovative stormwater management practices. WSB grant writers were successful in the Local Road Improvement Program grant process, securing \$1,000,000 for the City of Wyoming. Construction costs were \$1,800,000.



Jason Amberg, PLA, ASLA

PRINCIPAL



Jason is the Principal Landscape Architect at WSB and an expert in the field of public space planning and design. Through his experience working with municipal staffs, park boards, and a variety of public groups and governing agencies, he has developed an ability to arrive at creative design solutions that meet project goals while respecting the diverse input of stakeholders. Jason is particularly astute at managing projects from the initial design phase through construction and observation. His projects range from small-scale neighborhood park improvements to comprehensive park and trail system plans and urban design/streetscaping projects. Additionally, Jason has presented park and trail planning topics at conferences and universities and served as an advisory board member at NDSU.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect

MN #40003

TX #3206

WI #558-14

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1995

Bachelor of Science,
Environmental Design,
North Dakota State
University, 1995

MEMBERSHIPS +

RECOGNITIONS:

MN Recreation & Parks
Association, Member &
Routine Speaker

American Society of
Landscape Architects

MN APA Guest Speaker:
Community Transformation
Through Park & Trail
Planning (2015)

Greater MN Parks & Trails

NDSU Architecture/
Landscape Architecture
Advisory Board 2000-2010

Land Use Training 2021
Guest Speaker: "Changing
Land Use for Increased
Public Benefit"

Park & Trail System Master Plan | Owatonna, MN

CLIENT: CITY OF OWATONNA

PROJECT DURATION: OCT 2018 - JAN 2020

Jason served as the project manager and lead planner for this citywide park and trail system master plan. This was the first system plan prepared for this growing and diverse city. We developed a public engagement strategy that included a range of different opportunities for the community to interact with the planning team, including open house meetings, pop up booths at local events, face to face interviews, social pinpoint online engagement, and phone calls/email. The collective information gained through these various interactions and comparing with participation data and recreational standards provided meaningful public 'buy in' during the process which has already proven to provide public support for implementation of the proposed improvements in the system.

Bertram Chain of Lakes Regional Athletic Park | Monticello, MN

CLIENT: CITY OF MONTICELLO

PROJECT DURATION: JUL 2015 - NOV 2019

This project began as a master plan / needs assessment / feasibility study that evolved into several phases of design and implementation. Jason served as project manager and lead designer for the entire process from initial kick-off meeting, community engagement, and master-planning, through final design, bidding / contractor procurement, and construction oversight, inspections, staking, and testing for the first two phases. Proposed full buildout of this 115-acre site is estimated to cost \$18 million and will support current and future recreation needs within the local community and broader region. The project is currently 20% implemented in alignment with budget and schedule. The remaining two phases are awaiting funding.

Parks, Trail & Open Space System Master Plan | Coon Rapids, MN

CLIENT: CITY OF COON RAPIDS

PROJECT DURATION: FEB 2012 - JAN 2013

For this park system planning project, Jason was the project manager and lead planner. While the project was not initially viewed as a high priority politically, the thoughtful public engagement process we led quickly revealed the diverse community's needs. The project was overwhelmingly embraced by the public, city staff, and the policy makers which led to a successful bond referendum that helped fund major improvements throughout their system. Jason was also involved in the city's original system planning effort completed in 2001 and has continued to serve the community for more than two decades with athletic studies, individual park master plans, and final design of the majority of their new and redeveloped parks during this time.



Bob Slipka, PLA, ASLA

PROJECT MANAGER



As a Senior Landscape Architect and project manager, Bob has over 24 years of project experience. Over his career, he has been involved in a range of project types including park and trail planning, recreational facilities, riverfront improvements, streetscapes, corridor enhancements and site development projects. Bob's daily responsibilities include project management, master planning, inventory and analysis, site design and detailing, preparation of construction documents and associated specifications, cost estimating, bidding, and construction administration. Through his experience working with municipal staffs, park boards and public groups, he has a proven track record of creating successful planning and design solutions.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Landscape Architect

MN #44337

CO #0001260

Council of Landscape
Architectural Registration
Boards (CLARB)
Certification #6378

EDUCATION:

Bachelor of Landscape
Architecture, North Dakota
State University, 1998

Bachelor of Science in
Environmental Design,
North Dakota State
University, 1998

2021 Park Improvements | Blaine, MN

CLIENT: CITY OF BLAINE

PROJECT DURATION: JAN 2021 - FEB 2022

As project manager, Bob worked with city staff in developing plans for two separate park improvement projects. One project was the shelter replacement at Aquatore Park. The two large shelters are heavily utilized by the community for events and functions. WSB developed plans and specifications for the replacement of the two shelters including concrete pads, ADA parking access, serving tables, and electrical coordination. The second project was at Austin Park and Territorial Park. The adjacent basketball court will also be removed and replaced to take advantage of paving costs and contractor utilization. Design explored arrangement options to minimize park impacts and provide buffering to existing trees. Final plans and specs for Austin Park are scheduled to go out for bid in late June 2021.

Albert Lea Athletic Complex Study | Albert Lea, MN

CLIENT: CITY OF ALBERT LEA

PROJECT DURATION: OCT 2019 - APR 2020

Bob is currently working with City staff on a site selection process and master planning effort to explore the development of a new athletic complex for the City of Albert Lea. The current Snyder Complex is in need of renovation and staff are assessing the current needs of the City and if the existing park is large enough to accommodate future needs. Through input from staff and GIS mapping, sites are being explored that can accommodate the future recreational needs for the City. Once several preferred sites have been determined, master planning of the sites along with cost estimates will be developed to aid city staff in making the best decision for implementation.

Sand Creek Park | Coon Rapids, MN

CLIENT: CITY OF COON RAPIDS

PROJECT DURATION: APR 2015 - MAY 2017

Bob led the reconstruction of the city's primary athletic facility. In preparations of construction documents and specifications, Bob managed the project schedule and budget with city staff and outside consultants including a skatepark vendor, playground equipment vendor, architect, hockey dashboard vendor, county engineer, watershed district, Connexus Energy, Xcel Energy, and athletic associations. The nearly \$6M, 50+ acre park renovation included construction of ballfields, football/lacrosse fields, hockey rinks and leisure skating area, skatepark, three playgrounds, hard play courts, picnic areas, concession/warming house building, trails, irrigation, site utilities, and parking areas.



Jared Lee, RLA

LANDSCAPE ARCHITECT



As a Landscape Architect, Jared has over 20 years of project experiences in Minnesota and surrounding area. Over his career, he has been involved with a range of projects including new school planning and construction, stadium design and construction, athletic field reconstruction, and track and field facilities. Jared's daily responsibilities include master planning, site design and detailing, preparation of construction documents, cost estimating, and construction administration.

SERVICE GROUP:

Landscape Architecture

REGISTRATION:

Registered Landscape Architect

MN #44369

EDUCATION:

Bachelor of Landscape Architecture, North Dakota State University, 2000

Bachelor of Environmental Design, North Dakota State University, 2000

SPPS Humboldt High School Athletic Improvements | St. Paul, MN

CLIENT: BKBM - SAINT PAUL PUBLIC SCHOOLS

PROJECT DURATION: DEC 2021 - MAY 2023

Jared served as one of the team members to design the synthetic turf replacement at Humboldt High School for Saint Paul Public Schools. The project included the expansion of bleachers, perimeter fence replace and barrier net systems.

New Elementary School | Byron, MN*

CLIENT: BYRON PUBLIC SCHOOLS

PROJECT DURATION: SEP 2016 - NOV 2018

This project consisted of a new elementary school building with support infrastructure including parking lot, bus loading area, hard surface playground, soft area playground and ballfields. The site design included the onsite use of approximately 50,000 yards of unstable backfill material that could not be used before the building. The additional material was used to create a large multi use field area.

Vaughan Field | Shakopee, MN*

CLIENT: SHAKOPEE PUBLIC SCHOOLS

PROJECT DURATION: OCT 2016 - SEP 2018

Jared designed and managed the site specific portions of the project. The project included reconstructing the running track with field events, new synthetic turf field, bleacher expansion, entry plaza, new parking lot, and site fencing.

*Work prior to joining WSB



Laura Rescorla, PE

WATER RESOURCES ENGINEER



Laura is a Project Engineer in WSB's Water Resources Group. She has over six years of engineering experience collaborating across technical groups to deliver quality products to clients in a variety of water resource project areas. Her experience includes planning, hydraulic and hydrologic modeling, design, permitting, and construction management. Laura's engineering computer skills include XPSWMM, HyrdoCAD, HY-8, ArcGIS, MircoStation, and P-8 and MIDS.

SERVICE GROUP:

Water Resources

REGISTRATION:

Professional Engineer

MN #58716

EDUCATION:

Bachelor of Science
in Engineering, Civil/
Environmental
Concentration, Calvin
College 2010

Moore Lake Park Improvements | Fridley, MN

CLIENT: CITY OF FRIDLEY

PROJECT DURATION: 2022 - CURRENT

Laura managed the stormwater management and drainage design for the redevelopment of Moore Lake Park. The improvements included reconstructing the parking lots, courts, play areas, and trails throughout the park and the construction of a new park building. The stormwater management included coordination with a Comprehensive Stormwater Management Plan for the area and design of storm sewer systems and an onsite BMP. Laura coordinated with the City to provide the modeling and documentation for watershed district permitting of the project. Part of the storm sewer system in the park was designed in collaboration with an Anoka County road improvement project that will be constructed in coordination with the park improvements.

Water Resources Engineering | Minnetrista, MN

CLIENT: CITY OF MINNETRISTA

PROJECT DURATION: 2019 - CURRENT

Since 2019, Laura has assisted the City of Minnetrista with drainage concerns, storm sewer system design, and development reviews. Laura leads the stormwater management plan review efforts for the City, to ensure compliance with City's regulations, including its Surface Water Management Plan. She assists the City with their stormwater asset management program, prioritizing ponds for maintenance and coordinating communications regarding privately owned ponds. She works with the larger project team to incorporate culverts, storm sewer, and BMP improvements on street improvement projects within the City and manages watershed district permitting and compliance with NPDES stormwater requirements.

Peltier and Highlands Park Development | Inver Grove Heights, MN

CLIENT: CITY OF INVER GROVE HEIGHTS

PROJECT DURATION: 2022 - 2023

Laura analyzed the drainage characteristics and stormwater management strategies for the development of two parks within the City of Inver Grove Heights. Both parks are within larger developments that did not explicitly plan for future recreational infrastructure within the parks. Laura performed hydrologic and hydraulic modeling of the existing and proposed conditions within the parks and determined that adjacent, downstream stormwater management features could handle the drainage from both parks and meet the City's special stormwater management requirements for these areas. This allowed for optimal recreational development within the parks.



Katie Koscielak, EIT

MUNICIPAL & UTILITIES



Katie has been working within the municipal group for twelve years and is experienced with State Aid and local street design, assessment procedures, storm design, and project delivery from feasibility through final design and construction. Katie has also worked on numerous reconstruction projects and is very familiar with special design considerations associated with residential construction, utility construction, and roadway section evaluation. One of her unique skill sets is her ability to foresee potential construction conflicts and finding alternative solutions. Katie currently serves as the Assistant City Engineer for the City of St. Anthony, Assistant Town Engineer for May Township, and the lead designer for the City's of St. Anthony Village, the City of Wyoming, and the City of Hugo.

SERVICE GROUP:
Municipal

EDUCATION:
Civil Engineering, University
of Minnesota, 2010

MEMBERSHIPS +
RECOGNITIONS:
American Public Works
Association (APWA)
Member

Madelia Mobile Village Infrastructure Improvements | Madelia, MN

CLIENT: MADELIA MOBILE VILLAGE COOPERATIVE

PROJECT DURATION: MAR 2022 - CURRENT

The project consisted of directionally drilling watermain and pipe bursting sanitary sewer. Katie coordinated with Northcounty Cooperative Foundation, the Madelia Mobile Village Cooperative, and the contractor throughout the project and contract administration during construction. The final construction costs were lower than anticipated through close coordination with the contractor and utilizing creative construction methods to minimize property impacts while maintaining requirements of the Department of Labor and Industry permit. Katie is currently working with the consultant retained by NCF to utilize Minnesota Housing grant funds for a storm shelter improvements in conjunction with the remaining available grant funds originally identified to be used for the watermain and sanitary sewer improvements.

Garlough/Marthaler Parks River to River Trail | West St. Paul, MN

CLIENT: CITY OF WEST ST. PAUL

PROJECT DURATION: SEPT 2020 - SEPT 2022

This project consisted of the improvement and realignment of the existing trail through Garlough Park and Marthaler Park. Katie collaborated with Dakota County and the City of West St. Paul to meet the standards outlined in the 2020 Dakota County Regional Greenway Guidebook and the 2015 Dakota County River to River Master Plan. Improvements included the extension of new bituminous trail and installation of new storm sewer facilities and retaining walls. Katie's roles included preparation of plans and specifications, construction administration

22021 Downtown Improvement Project | Hugo, MN

CLIENT: CITY OF HUGO

PROJECT DURATION: MAR 2021 - CURRENT

This project consisted of the extension of 147th Street (MSA route) from TH 61 to Oneka Parkway (MSA route) to MnDOT design standards complete with concrete curb and gutter, subgrade corrections, installation of new storm sewer facilities including floodplain mitigation, and installation of a new bituminous trail. Katie's roles throughout the project included coordination with multiple regulatory authorities including MnDOT for pedestrian push button permitting within TH 61, DNR and Rice Creek Watershed for culvert crossing within judicial ditch, Washington County for work within the right of way, and the City of Hugo as the project included the reconstruction of the existing park facilities.



SUBCONSULTANTS STAFF



Jim Ruzicka

IRRIGATION SPECIALIST



Jim has over 40 years of experience in designing successful irrigation projects of different types and sizes, and from simple to complex around the country. He has completed work on more than 600 successful irrigation projects since starting Main Line Consulting. Jim can also provide accurate cost projection, project budgeting, bid review, contractor review, specifications, and on-site project management to provide the “start-to-finish” product critical to the success of every irrigation project.



Jay Hruby

ELECTRICAL ENGINEER



Jay has committed a large percentage of his electrical engineering career to lighting design and the promotion of energy conservation and sustainability within his projects. Over the past 20 years, he has designed many award-winning lighting designs that include site lighting, pedestrian lighting, art projects, monuments, parks, and buildings. Jay is passionate about lighting aesthetics, as well as energy efficiency and controls.



Understanding

WSB understands that the City of Lake Elmo is in the process of reviewing three existing baseball fields for potential upgrades and the construction of one additional new baseball field in two of the parks. Currently all three existing baseball fields are considered recreational fields and consist of a backstop and infield. The goal of this project will be to review each field, design a proposed baseball field or fields, and assist the City with the bidding of a redesigned version of each field, including the drafting of bid documents and specifications for the project. One ballfield may include synthetic turf which will be decided upon following Phase 1, Conceptual Design and Cost Estimating. Depending on the developed cost estimate, the City may decide to proceed with the design of one or more of the proposed improvements. Based on staffs directive, WSB will develop final bid documents and specifications, assist with the bidding process, and support the City of Lake Elmo during construction.

From restoration of native areas, to neighborhoods and community parks, to a \$7-million dollar athletic complex, their designs have proven to be creative, maintainable, and very well received by citizens.

- Jay Lotthammer,
Director of Parks & Recreation



Approach to the Scope of Services



Project Management

Project management is a key task included in each phase of the project. In each case, this task consists of management and administration, project coordination, and communication with the City staff and WSB personnel. Additional work included in this task involves attendance at a kick-off meeting and at progress meetings with City staff. Proper completion of this task will allow for open lines of communication and routine updates on project issues, as well as keeping the project on schedule and within budget.



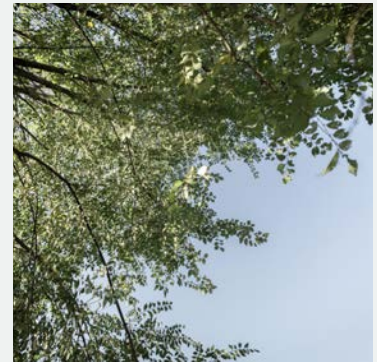
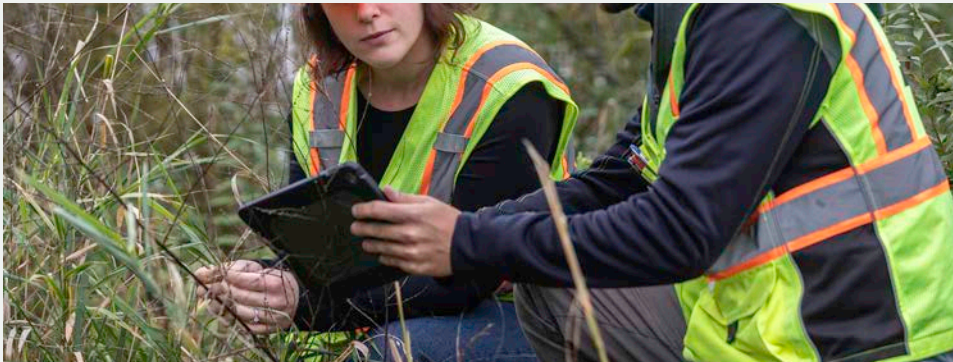
Project Kickoff Meeting

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

WSB will also propose a schedule that meets the requirements of the proposal as well as key benchmarks identified by the City of Lake Elmo. The establishment of the project schedule is key for identifying required tasks by all parties as well as coordination to obtain vital information at critical points throughout the design process.

Site Inventory and Analysis

Through visual site inventory and review of available site information provided by the OWNER, WSB will work (in concert with City staff, as appropriate) to identify the project area's physical characteristics and determine the site's opportunities and constraints. This will allow both the OWNER and WSB to develop a clear understanding of the unique characteristics and land use limitations imposed on the project.



Concept Planning

Following the site inventory and analysis, WSB's design team will prepare 2-3 hand sketched concept plans per park to explore various spatial, orientation, and circulation relationships for each of the three parks. This includes one competitive field at Reid Park, two competitive fields at Ridge Park (one of which may include synthetic turf), and two recreational fields at Pebble Park. Site-based concepts will be developed utilizing onsite information and programmatic desires conveyed by city staff. WSB will provide concept plans and associated cost estimates to the City for review and obtain feedback. Developing a complete and comprehensive assessment of needs, demands, and priorities is essential to the success of the project and is necessary to move toward into final design. WSB will work closely with the City staff and City Council to:

- Review the Concept Plans to discuss the elements in detail for modifications as it relates to the overall development and unique site attributes.
- Review cost estimate and compare with operation and maintenance expectations to ensure design aligns with long-term maintenance. This will include review of potential amenities like maintenance strip at fence lines, fence toppers, lighting controls, irrigation systems, amended soils, base anchors, fencing, and seating.
- Confirm/refine the updated list of potential project improvements to determine the validity as it relates to the overall project goals and budget.
- Determine a preferred concept for each park for future implementation.



Topographic Survey

WSB will perform fieldwork and develop a topographical survey of the areas to be developed. This survey will be prepared in AutoCAD format. The specific location of the surveys will be determined following the kickoff meeting. The extent of the surveys will be limited to the general development area for this project and will include:

- Setting control suitable to use for the topographic survey and construction staking of the proposed improvements.
- Collecting enough topography of the area for the proposed improvements per the approved Concept Plans.
- Processing the topographic data in Civil 3D to include all topographic features, contours, and TIN data.

This survey will be on the Washington County coordinate system and the vertical datum will be on NAVD 88 unless otherwise specified.



Geotechnical Investigation

Based upon our experience with similar projects, the objectives of our geotechnical services are to perform subsurface borings, classify and analyze the soil samples, discuss groundwater issues, and prepare recommendations for subgrade preparation and a pavement section. We proposed the following scope of services:

SUBSURFACE TEST BORINGS

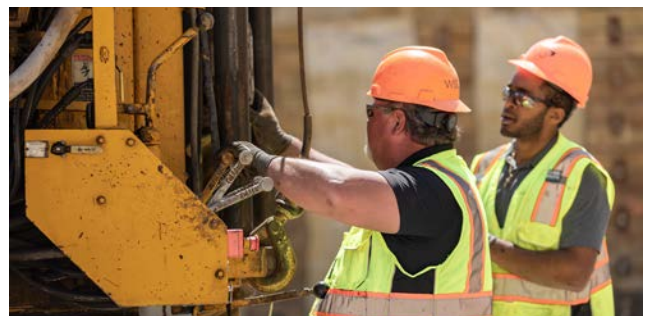
We propose to perform up to 10 borings of depths at about 10 feet deep across the three parks. In the standard penetration test borings, we will sample and record blow counts at 2½ foot intervals to the boreholes termination depth.

If unsuitable soils (existing fill, organic soils, etc.) are encountered at the proposed boring termination depth(s), it will be necessary to extend the borings into more competent materials. This will allow us to better evaluate potential construction issues.

An additional charge of \$30 per lineal foot will be assessed for borings extended beyond their proposed termination depths. If the added work requires an additional mobilization to the site it will be charged at \$250 per day.

GEOTECHNICAL ENGINEERING REPORT

Information gathered for this project will be used to prepare a single geotechnical report. The report will summarize our findings and provide a discussion of subsurface soil and groundwater conditions encountered in our borings and how they may affect the proposed construction of improvements. The report will also provide estimates of groundwater depths/elevations and a discussion of soils for use as structural fill and site fill. The report will also provide recommendations for pavement sections.





Final Plans, Specifications, and Bidding

DESIGN DEVELOPMENT

WSB will utilize obtained topographic survey and preferred concept plans for development of proposed park improvements at Reid, Ridge, and Pebble Parks. Documents shall include the preparation of written text, plans, photos, product info, and other drawings necessary to describe the design, materials, colors, textures in sufficient detail for the City to envision the appearance and function of the proposed improvements.

- This includes using the appropriate design standards for the listed facilities and preparing design development drawings. The drawings include basic removals, site layout, grading, restoration, site utility plans, site lighting plans, irrigation plans, and associated details as required. Outline specifications, including general and technical sections, will be prepared.
- Ensure designs are compliant with local and state regulations including ADA.
- An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the City shall determine which of the improvements shall be included in the final design.



CONSTRUCTION DOCUMENTS

Once the design options are fully explored and selected, WSB will prepare final Construction Documents in AutoCAD Civil 3D Release 2022. These documents shall include plans, details, and specifications in sufficient detail for the City to pursue competitive bids for the construction of the improvements. The project will be bid as one combined package for all three parks. WSB will provide construction plans that will include:

i. Title Sheet

ii. Site Removals Plan

iii. Site Layout Plan

iv. Site Grading Plan

- Erosion control and site SWPPP plans as necessary.
- Spot elevations for key finished grade elements.

v. Pavement Designs and Typical Details

vi. Utility Designs and Typical Details for water service

- Design and details for water service required for irrigation system(s)

vii. Storm Sewer, Drainage Plans, and Details: All

three parks are in Valley Branch Watershed District. A permit is required for land alterations of 1 acre or more and/or for new and fully reconstructed impervious surface of 6,000 sf or more. Scope includes:

- HydroCAD modeling of the sites to develop a drainage plan for each of the park improvements.
- Sizing additional storm sewer and structures as required based on parking lot and site design.
- Preparation of watershed district submittals and permitting. Assuming each park will need a permit under the stormwater management rule (and will need to meet both rate and volume control) and erosion and sedimentation control rule.

Pebble Park - renovate existing ball field, add a second ball field

- Project area: 3.25 acres
- New and fully reconstructed impervious: ~15,000 sf

Reid Park - renovate ball field, add 10 parking spaces, walks and benches

- Project area: 3 acres
- New and fully reconstructed impervious: ~10,000 sf

Ridge Park - remove ball field and play area, construct 2 fields, 60 car parking lot, walks, etc.

- Project area: 12 acres
- New and fully reconstructed impervious: assumed more than 6,000 sf, less than 1 acre
- Assuming storm sewer infrastructure will be needed in the new parking lot.

viii. Electrical plans, details, and specifications (subcontracted with EDI)

- WSB will work with the City to provide design plans for the installation of new sports field lighting at Reid Park and Ridge Park. Lighting system construction plans will include the location and type of lighting units, foundations, conduit and wiring, and handholes if necessary.

ix. Irrigation plans, details, and specifications (subcontracted with MLC)

- WSB will work with the City to provide design plans for the installation of new sports field irrigation at Reid Park and Ridge Park. Irrigation system(s) construction plans will include the location and type of heads, piping, valve boxes, controller, and infrastructure required for each of the two parks.

x. Miscellaneous Site Construction Details

- Prepare Technical Specifications
- Prepare Final Cost Estimate

Permits

Due to project size, it is anticipated that:

- Completion and submittal of the NPDES Phase II stormwater permit at 90% plan completion for each park. Assumes erosion control plan, SWPPP, and required erosion and sediment control details
- All three parks are in Valley Branch Watershed District. Completion and submittal of watershed permits for all three parks is assumed
- Completion and submittal of permits associated to water service improvements at two parks

Note: permit fees will be considered reimbursable expenses billed in addition to consulting fees

Based on our current understanding of the project, WSB has not included wetland delineations, environmental investigations, or associated remediation for the site within this proposal. If such services are determined to be required during the design phase, WSB can prepare a scope / fee for this work as “additional services.”

Note: Any permit fees will be considered reimbursable expenses billed in addition to fee proposal.

Bidding Assistance

It is understood that the proposed site improvements will be bid as one single package. WSB will package the final plans and specifications into the formal bidding documents. This task will include an internal QA/QC review of the final plans, quantities, and specifications.

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.

BID PLAN DELIVERABLES

- One complete digital set of design development materials, construction drawings, specifications, and final estimate of probable construction costs at 60%, 90%, and 100% completion.
- Addenda during bidding.



Contract Administration and Site Progress Meetings

CONDUCT PRE-CONSTRUCTION CONFERENCE

Facilitate the pre-construction conference. Meeting minutes will be prepared and distributed to all the attendees.

WEEKLY/BIWEEKLY SITE PROGRESS MEETINGS

It is assumed this project should take up to 12 weeks from project start to project closeout. That said, WSB will attend up to 12 weekly/biweekly site progress meetings within periods of active construction during the project to allow for proactive communication with the Contractor and Owner, which will maximize efficiency during the construction. Meeting minutes will be prepared and distributed to all the attendees. These meetings will allow WSB to:

- Become generally familiar with and to keep the Owner informed about the progress and the quality of the portion of the work completed. Note, this does not include exhaustive or continuous on-site inspections to check the quality or quantity of the work.
- Determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Contract Documents.
- Report to the Owner known deviations from the Contract Documents.
 - Review submittals and shop drawings.
 - Answer Contractor questions and provide design intent and clarification for any issues that may arise during the project.
 - Review pay applications prepared by Contractor and make recommendations regarding payment.
 - In the event of changed conditions during the project, WSB will prepare and distribute any necessary change orders to expedite the work in the field.
 - Substantial completion meeting and punch list.



Additional Services

Any additional work or change in project scope will be completed on an hourly basis at current WSB consultant rates.

CONDITIONS AND EXCLUSIONS

We will provide the professional design services required to complete the plans and specifications, as required for bidding the improvements for this project except the following:

- Wetland delineation and/or mitigation
- Hazardous waste and/or contaminated soils engineering
- Archeological services
- Special inspections
- Ecological design services

WSB can add these items to our scope at an additional fee if they become required.

List of Similar Projects



PROJECT	OWNER
WOLF PARK PICKLEBALL COURTS	ST. LOUIS PARK, MN
CARPENTER PARK TENNIS COURTS	ST. LOUIS PARK, MN
HIDDEN PONDS PARK PICKLEBALL COURTS	BLAINE, MN
COMMUNITY ATHLETIC COMPLEX	LINO LAKES, MN
WELCOME PARK BALLFIELD	CRYSTAL, MN
LONE LAKE PARK	MINNETONKA, MN
MCMORROW COMMUNITY ATHLETIC PARK	SOUTH ST. PAUL, MN
SAND CREEK ATHLETIC COMPLEX	COON RAPIDS, MN
FLINT HILLS RESOURCES SOCCER COMPLEX	ROSEMOUNT, MN
AQUILA PARK GIRLS FASTPITCH BALLFIELDS	ST. LOUIS PARK, MN
CENTRAL PARK	HOPKINS, MN
QUARRY PARK	EAGAN, MN
OHMANN PARK	EAGAN, MN
BERTRAM CHAIN OF LAKES ATHLETIC COMPLEX	MONTICELLO, MN
KAPOSIA LANDING ATHLETIC COMPLEX	SOUTH ST. PAUL, MN
TAHPAH PARK BALLFIELD EXPANSION	SHAKOPEE
RIVERVIEW PARK COMMUNITY ATHLETIC COMPLEX	COON RAPIDS, MN
40-ACRE SPORTS COMPLEX	ANDOVER, MN
MAETZOLD FIELD COMMUNITY ATHLETIC COMPLEX	HOPKINS, MN
BUCHER PARK COMMUNITY PARK	SHOREVIEW, MN
UMORE BALLFIELD COMPLEX	ROSEMOUNT, MN
ZACHARY PARK CONCRETE HOCKEY RINK	PLYMOUTH, MN
PLYMOUTH CREEK PARK CONCRETE HOCKEY RINK	PLYMOUTH, MN
VETERANS PARK COMMUNITY ATHLETIC COMPLEX	HASTINGS, MN
CASPERSON COMMUNITY PARK	LAKEVILLE, MN
SOUTHWEST PARK COMMUNITY ATHLETIC COMPLEX	MAHTOMEDI, MN
RICHARD WALTON PARK COMMUNITY ATHLETIC COMPLEX	OAKDALE, MN
EAST LAKE COMMUNITY PARK COMMUNITY PARK	LAKEVILLE, MN
KING PARK MIRACLE FIELD	LAKEVILLE, MN
GLEN LAKE ATHLETIC FIELD COMMUNITY ATHLETIC COMPLEX	MINNETONKA, MN
AFTON HEIGHTS PARK ATHLETIC COMPLEX	MAPLEWOOD, MN
NOBLE SPORTS PARK COMMUNITY ATHLETIC COMPLEX	BROOKLYN PARK, MN
FORT SNELLING ATHLETIC PARK COMMUNITY ATHLETIC COMPLEX	MINNEAPOLIS, MN
ATHLETIC FIELD IMPROVEMENTS - 4 RICHFIELD COMMUNITY PARKS	RICHFIELD, MN
THOMAS RYAN MEMORIAL PARK COMMUNITY ATHLETIC COMPLEX	PRIOR LAKE, MN
RICH VALLEY PARK COMMUNITY ATHLETIC COMPLEX	INVER GROVE HEIGHTS, MN
BANDIMERE PARK COMMUNITY ATHLETIC COMPLEX	CHANHASSEN, MN
RIVERSIDE PARK COMMUNITY ATHLETIC COMPLEX	SIOUX CITY, IA

References



BOB SLIPKA WAS THE PROJECT MANAGER FOR THE FOLLOWING PROJECTS:

City of Crystal

John Elholm

Director of Parks

763-531-1150

john.elholm@crystalmn.gov

Welcome Park:

1 competitive ballfield, lighting,
irrigation, trails, hockey rink

Services provided:

Master Planning, Final Design,
Bidding Construction Admin

City of Coon Rapids

Ryan Gunderson

Parks Director

763-767-6513

rgunderson@coonrapidsmn.gov

Sand Creek Athletic Complex:

6 ballfields, 2 football fields,
lighting, irrigation, parking,
trails, concession building, play
area, skate park, playgrounds,
hockey rinks

Services provided:

Master Planning, Final Design,
Bidding Construction Admin

City of Rosemount

Dan Schultz

Director of Parks

651-322-6012

dan.schultz@rosemountmn.gov

Umore Park:

2 ballfields, irrigation, lighting,
parking, trails

Services provided:

Schematic Planning, Final Design,
Bidding, Construction Admin

Erickson Park:

6 ballfields

Services provided:

Planning (current project, anticipate
final design later this year)

Rates



Please see below for our hourly rates, more specifics can be provided upon request.

BILLING RATE/HOUR	
SR. PRINCIPAL SR. ASSOCIATE	\$235
PRINCIPAL ASSOCIATE	\$173 - \$223
SR. PROJECT ENGINEER SR. PROJECT MANAGER	\$173 - \$223
PROJECT MANAGER	\$152 - \$170
PROJECT ENGINEER GRADUATE ENGINEER	\$102 - \$169
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$68 - \$167
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$78 - \$162
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$68 - \$160
PLANNER SR. PLANNER	\$80 - \$167
GIS SPECIALIST SR. GIS SPECIALIST	\$78 - \$167
CONSTRUCTION OBSERVER	\$104 - \$135
SURVEY	
ONE-PERSON CREW	\$175
TWO-PERSON CREW	\$235
OFFICE TECHNICIAN	\$60 - \$102

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in our hourly rates. | Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate schedule is adjusted annually.

Additional Information

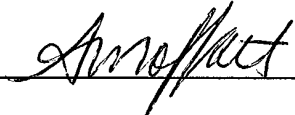
Our team has identified that there are no conflicts of interest when performing this contract.



EXHIBIT A

PROPOSAL FORM

1. Professional services to design and assist with the bidding of the baseball field renovations for **REID PARK**, a number not to exceed \$ 108,000
2. 2. Professional Services to design and assist with the bidding of the baseball field construction/renovations for **RIDGE PARK**:
A: Grass field (or fields) a number not to exceed \$ 155,000
B: Competitive Synthetic Turf field (and a second grass recreational field if room allows) a number not to exceed \$ 173,500
3. Professional services to design and assist with the bidding of baseball field construction/renovations for **PEBBLE PARK**, a number not to exceed \$ 72,000

Signature of Proposer: 

Name of Proposer: WSB & Associates, Inc.

Address: 701 Xenia Ave S, Suite 300 Minneapolis, MN 55416

Phone Number: 612.360.1301

Email Address: amoffatt@wsbeng.com

****PROFESSIONAL FEES ARE BASED UPON AWARD OF INDIVIDUAL PARK(S). IF MULTIPLE PARK PROJECTS ARE AWARDED, THERE WOULD BE AN OVERALL REDUCTION IN HOURS/ FEES FOR OVERLAPPING SERVICES LIKE CONSTRUCTION DOCUMENTS/DETAILS, PROJECT SPECIFICATIONS, BIDDING, AND CONSTRUCTION ADMINISTRATION AS THESE SERVICES COULD BE MERGED INTO ONE SINGLE BID PACKAGE.**