

RECREATION, LIBRARIES & AUTHORITIES COMMITTEE

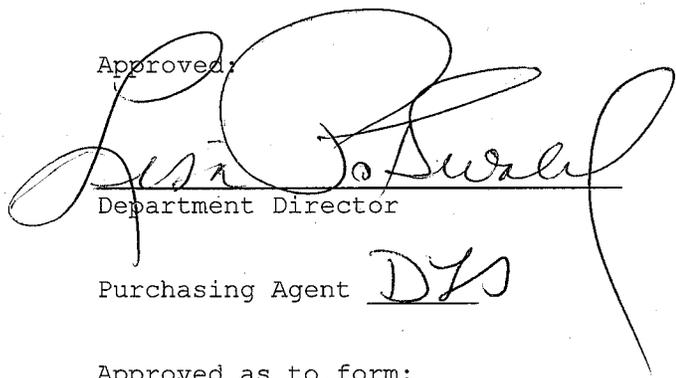
10-0664R

RESOLUTION AMENDING AGREEMENT FOR PROFESSIONAL SERVICES WITH HOISINGTON KOEGLER GROUP, INC., CITY CONTRACT NO. 20949, TO EXTEND THE COMPLETION DATE FOR PHASE 5 SERVICES RELATED TO THE PARKS AND RECREATION MASTER PLAN FOR AN INCREASE OF \$29,875 AND A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$142,675.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to enter into a second amendment to city contract no. 20949, substantially in the form of Public Document No. \_\_\_\_\_ on file in the office of the city clerk, with Hoisington Koegler Group, Inc. for professional services required for the completion of Phase 5, the Duluth trail and bikeway plan, of the parks and recreation master plan, for an increase of \$29,875, and a total contract amount not to exceed \$142,675, payable from General Fund 110, Department/Agency 121, Organization 1219, Object 5441, Project No. CM100-OT0817.

Approved:

  
\_\_\_\_\_  
Department Director

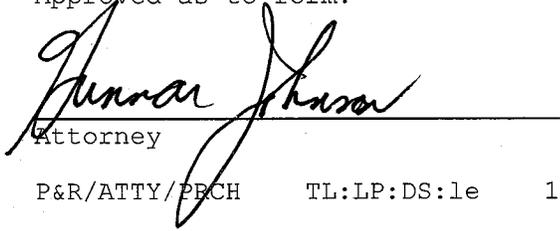
Purchasing Agent

*DTS*

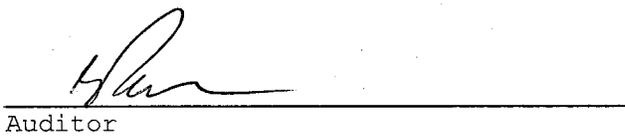
Approved for presentation to council:

  
\_\_\_\_\_  
Chief Administrative Officer

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

STATEMENT OF PURPOSE: This resolution authorizes Amendment No. 2 to Agreement No. 20949 with Hoisington Koegler Group, Inc. to include:

- (a) Extension of the contract completion date to July 1, 2011;
- (b) Completion of Phase 5, the Draft Duluth Trail and Bikeway Plan; and
- (c) Funding increase of \$29,875, payable from the General Fund 110.

Phases 1 through 3 of the Parks and Recreation Master Plan have been completed and funded via city council approval of Resolution 09-0483 on July 27, 2009. Phase 4 has been completed and funded via city council approval of Amendment No. 1 by Resolution 10-0346 on June 28, 2010.

Requisition Nos. 09-0464 & 10-0125

**SECOND AMENDMENT TO  
AGREEMENT FOR PROFESSIONAL SERVICES  
(CONTRACT NO. 20949)  
HOISINGTON KOEGLER, INC.**

THIS SECOND AMENDMENT TO AGREEMENT NO. 20949, is entered into this \_\_\_\_ day of \_\_\_\_\_, 2010, by and between the CITY OF DULUTH, a municipal corporation, hereinafter referred to as "City," and Hoisington Koegler Group, Inc., a corporation under the laws of the State of Minnesota, hereinafter referred to as "Consultant," for the purpose of rendering services to the City.

WHEREAS, in 2009, City and Consultant entered into an agreement for professional services related to the study, development and implementation of a parks and recreation master plan – specifically three phases: (a) Phase 1: Needs Assessment; (b) Phase 2: Vision, Goals, and Standards; and (c) Phase 3: Master Plan – Draft; which agreement bears City Contract No. 20949, is hereinafter referred to as the "Agreement"; and

WHEREAS, the City and Consultant entered into a first amendment to Agreement; which extended the contract completion date through December 31, 2010 to allow the Consultant to provide additional professional services required for the completion of a fourth phase, the Action and Final Master Plan; which first amendment bears City Contract No. 20949-01, and is hereinafter referred to as the "First Amendment to Agreement"; and

WHEREAS, the City desires to further amend the Agreement and incorporated First Amendment to Agreement for the purpose of extending the contract completion date to July 1, 2011, to allow the Consultant to provide additional professional services required for the completion of a fifth phase, the Draft Duluth Trail and Bikeway Plan; and

WHEREAS, Consultant has represented that it is qualified and willing to perform the additional services set forth in its proposal attached hereto as Exhibit A-2.

NOW, THEREFORE, in consideration of the mutual covenants and conditions hereinafter contained, the parties hereto agree as follows:

1. That the services to be performed as set forth in Paragraph 1 of the Agreement and Exhibit A attached thereto, as amended, are hereby amended to include Exhibit A-2 attached to this Second Amendment to Agreement.

2. That the Fees and Rates for services provided for in Paragraph II of the Agreement and Exhibit A attached thereto, as amended, are hereby amended by the amount of an additional \$29,875, payable from the General Fund 110, Dept./Agency 700, Organization 1420, Object 5530, Project No. CM100-OT0817, which amount shall be billed at the rates set forth on page 26 of Exhibit A (the original proposal) and which amount shall bring to total amount payable under the Agreement as amended to \$142,675.
3. That Consultant shall commence performance of this Second Amendment to Agreement upon execution thereof and shall have completed performance of services provided for hereunder no later than July 1, 2011.
4. That in all other respects, the Agreement, as amended, together with all of its terms, covenants and conditions, is hereby confirmed in its entirety.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and date first above shown.

**CITY OF DULUTH**, a Minnesota  
municipal corporation

**HOISINGTON KOEGLER GROUP, INC.**

By \_\_\_\_\_  
Its Mayor

By \_\_\_\_\_  
Its \_\_\_\_\_

Attest  
\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Print Name/Title

Approved as to form:  
\_\_\_\_\_  
City Attorney

Countersigned:  
\_\_\_\_\_  
City Auditor

## Consulting Services Agreement Addendum – Hoisington Koegler Group Inc. and the City of Duluth

The addendum modifies the agreement between HKGi and the City of Duluth to add the following phase of work to the Duluth Parks and Recreation Master Plan process. The approach, scope of work/process, anticipated schedule and consulting services fees are listed below.

### **Task 5 – Draft Duluth Trail and Bikeway Plan**

HKGi will work with City staff, stakeholder groups and City officials to prepare a Draft Trail and Bikeway Plan for the City of Duluth. This work builds on the Parks and Recreation Master Plan and will create a City-wide plan for off-road trails and bikeways.

### **Approach**

Our approach to preparing the Duluth Trails and Bikeway Plan is based on:

- Building on existing trail plans (Duluth Comprehensive Plan and the regional MIC plan), trail input gathered during the Parks and Recreation Master Plan process and input from a trails advisory group.
- Creating a trails advisory group (TAG) of up to 12 people to help guide preparation of the Trail and Bikeway Plan. The advisory group is anticipated to include:
  - A staff person from the Parks and Recreation, Public Works and Planning Departments,
  - A representative from the Parks and Recreation Commission,
  - A representative from the Duluth-Superior Metropolitan Interstate Commission,
  - A representative from Friends of the Parks, Superior Hiking Trail Association, Fit City Duluth, COGS, Duluth Cross Country Ski Club, plus snowmobile and horse trail representatives.
- Engaging key stakeholder groups to help shape elements of the Trail and Bikeway Plan - TAG representatives would be responsible for communicating with their group and members, keeping them informed of plan progress, gathering input and plan feedback from their group and providing that input in a timely manner to HKGi and the TAG. City staff representatives would keep other City staff, Commissions and officials informed of the Plan status and progress.
- Using trail planning workshops with the TAG to develop the Draft Trail and Bikeway Plan. Three work shops are planned.
- Preparing Trail and Bikeway Plan with comprehensive integrated trail network, along with recommendations for priority actions and funding strategies, including positioning regional trails for Legacy funds.

- Organizing the work around two phases. Phase one is preparation of a Draft Plan. Phase two is Plan review and preparation and adoption of the Final Plan.

### **Phase One – Draft Duluth Trail and Bikeway Plan**

#### **Work Plan, Process and Schedule -**

##### **A. Data Gathering and Evaluation. December 2010 - January 2011**

Obtain base conditions data and review/update the existing and planned trails map.

- City of Duluth and surrounding regional connections
- Assist with forming the TAG
- Field evaluation of trail routes, conditions, gaps and destinations

##### **B. Goals and Preliminary Routes. January – February**

Facilitate TAG Workshop # 1 - Trail system goals, needs evaluation, gap analysis, seasonal use, and identification of preliminary priorities for trail and bikeway routes.

Document TAG feedback. Prepare a Plan status report with specific assignments for stakeholder groups to prepare plan components – priority route locations, connections, surface treatments, trail standards, trail management, maintenance approach, etc.

##### **C. Framework Plan. March-April**

Review and compile stakeholder group plans and input. Prepare a draft Trail Framework Plan.

Facilitate TAG Workshop # 2 – Review group feedback and the draft Trail and Bikeway Framework Plan. Prioritize routes and discuss route treatments - i.e. bike routes, bike lanes, bike boulevards, sharrows, climbing lanes, hiking trails, soft surface shared trails, paved multi-use trails and other trails. Discuss supporting facility needs, trail heads, trail and way-finding signage, bike racks, transit

##### **D. Preliminary Review Draft. April-May**

Summarize the TAG input. Use the input to prepare a preliminary review draft of the Trail and Bikeway Plan. Prepare a Plan status report.

Facilitate TAG Workshop # 3 – review and refinement of the preliminary draft of the Trail and Bikeway Plan. Select priority improvements.

##### **E. Draft Trail and Bikeway Plan. May -June**

Prepare the Draft Duluth Trail and Bikeway Plan based on TAG input. Provide a digital file and five bound color paper copies of the Draft Plan to the City and a digital copy to TAG members.

**Phase Two – Plan Review and Final Trail and Bikeway Plan (for reference only not included in Task 5 scope of work)**

##### **F. Community Review.**

Prepare displays, presentation and input methods for community review of the Draft Trail and Bikeway Plan.

**G. Final Draft.**

Summarize community input and make Plan revisions as needed. Prepare the Final Draft of the Duluth Trail and Bikeway Plan.

**H. Stakeholder and City Review.**

TAG review of the Final Draft and recommendation.

Route the Final Draft to the Parks and Recreation and Planning Commissions for review and recommendations.

Make any revisions as needed based on Commission and TAG input. Prepare the Final Duluth Trail and Bikeway Plan.

**I. Plan Adoption**

Present the Trail and Bikeway Plan to the City Council for adoption.

**Task 5 (Phase One) Deliverables, Meetings, Responsibilities and Fee**

**Deliverables:** Trail and bikeway evaluation map with regional connections, a trail and bikeway framework plan, a preliminary review draft of the Trail and Bikeway Plan and the Draft Duluth Trail and Bikeway Plan. Plan status reports for use by TAG members to communicate with their member groups and City staff and officials. Digital file and five color printed copies of the Draft Plan.

**Meetings:** Three Trails Advisory Group (TAG) meetings, plus staff coordination meetings/communications.

**City Responsibilities:** Providing digital files of streets, rights of way, trails and property lines, topography and aerial photos, as available. Provide a project staff person as the primary contact point and to assist with Plan coordination and preparation. Provide staff representatives to serve on the TAG. Provide meeting rooms for TAG workshops.

**Consulting Service Fee:** HKGi will prepare the Draft Duluth Trail Plan (Task 5) following the process and schedule and preparing the deliverables outlined above for a consulting services fee of \$29,875. This fee also includes expenses for three TAG meetings and printing of five color copies of the Draft Plan.