

RECREATION, LIBRARIES, & AUTHORITIES COMMITTEE

11-0294R

RESOLUTION AMENDING AGREEMENT 21244 WITH COLLABORATIVE DESIGN GROUP, INC., FOR ADDITIONAL ARCHITECTURAL SERVICES ASSOCIATED WITH ENGER TOWER RECONSTRUCTION AND ENGER PARK MASTER PLAN, THEREBY AUTHORIZING AN INCREASE OF \$46,800, AND A NEW CONTRACT TOTAL OF \$140,280.

CITY PROPOSAL:

RESOLVED, that this amendment to Agreement 21244 (Additional Services Directive One) with Collaborative Design Group, Inc., is hereby approved, said amendment to be substantially in the form of Public Document No. \_\_\_\_\_ on file in the office of the city clerk, to include additional architectural services associated with Phase III of the Enger Tower reconstruction and Enger Park master plan, thereby authorizing an increase of \$46,800, payable from the Capital Improvements Fund 450, Dept./Agency 030 (Finance), Object 5520 (Buildings and Structures), Project CP 2010 ENGTR.

Approved:

  
Department Director

Purchasing Agent 

Approved for presentation to council:

  
Chief Administrative Officer

Approved as to form:

  
Attorney

Approved:

  
Auditor

ARCH/PRCH DS:le 6/02/2011

STATEMENT OF PURPOSE: This resolution authorizes Additional Services Directive One, thereby amending Agreement 21244 with Collaborative Design Group, Inc., and increasing the total contract amount by \$46,800, payable from the capital improvements fund.

The additional architectural services for the Enger Tower reconstruction and Enger Park master plan include:

- (a) Master planning for Phase 3 and future phases at Enger Park (Tower area within Skyline/Jensen ring road);
- (b) Design services and construction administration for the new gazebo to replace the old one; and
- (c) Other services as stated in the attached document.

Collaborative Design Group, Inc., located in Minneapolis, Minnesota, and has been the primary consultant for the Enger Tower project. The city council passed the resolution supporting the original contract July 19, 2010.

Requisition 10-0380



Department of Public Administration  
 Architecture, Facility Management  
 Services and Street Light Utility  
 1532 West Michigan Street  
 Duluth, Minnesota 55806  
 218-730-5730 • FAX 218-723-3560  
[Igroshong@duluthmn.gov](mailto:Igroshong@duluthmn.gov)

# ADDITIONAL SERVICES DIRECTIVE

**Additional Services Directive No.:** One

**Contract Number:** C-21244

**Job Number:** 1012 Engrtr

**Date:** May 24, 2011

**TO:** Collaborative Design Group, consultant for architectural services in connection with Enger Tower Reconstruction and Enger Park Master Plan for the owner, City of Duluth.

The cost of the following changes in your contract for the above project is hereby requested, and this form shall be completed, signed and returned to 1532 West Michigan Street, Duluth, MN, 55806, on or before June 3, 2011. A breakdown of your cost is attached.

### Description of Additional Services

- 1) Provide Master Planning, Design Services and Surveying Work associated with Phase III Gazebo as per your letter dated 11 May 2011.

Original contract sum was.....	\$93,480.00
Net change by previous Additional Services Directive .....	\$0.00
Contract sum prior to this Additional Services Directive .....	\$93,480.00
Contract sum will be increased by Additional Services Directive.....	\$46,800.00
New contract sum including this Additional Services Directive will be.....	\$140,280.00

This proposal becomes Additional Services Directive No. AS-ONE only upon approvals below. This proposal is payable out of Fund 450-030-5520-CP2010Engtr.

City Auditor	Date	Consultant	Date
City Architect	Date		

\*\*\*\*\*  
**Consultant Note:** Please sign all copies, and return to the City Architect for the City of Duluth. A fully executed copy will be returned to you after all signatures are obtained.  
 \*\*\*\*\*

(FOR AUDITING PURPOSES)

Vendor #  
 Action = M

Line #	Dept.	Org.	Sub.	Activ.	Obj.	Sub.	Job	RptCat	%	Amount	I/D
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11 May 2011

Terry L. Groshong, AIA  
City Architect  
City of Duluth  
Architecture and Facility Management  
1532 West Michigan Street  
Duluth, MN 55806

Re: Enger Park – Master Planning and Phase 3 (Gazebo)

Terry,

Thank you for the opportunity to continue our work on Enger Park. As requested we are submitting to you our additional fees for Master Planning of the next phases of the work, and Design and Construction Administration for the Phase 3 (Gazebo) work. For this phase of the project we are again joined by Gausman and Moore, Hoisington Koegler Group Inc., and Salo Civil Engineers and Surveyors. We include the topographic survey in this scope of work.

In our conversations and meetings we have identified the following major components of the Phase 3 work; the following is our proposed scope of work based on those discussions.

#### **SCOPE OF WORK**

##### **Master Planning**

- © CDG will provide Master Planning services for Phase 3 and future phases at Enger Park (Tower area within Skyline/Jensen ring road) including:
  1. Development of support facilities and amenities at the Tower area.
  2. Trails and rest nodes throughout the area within the ring road.
  3. New parking and circulation system.
  4. Restoration of historic elements as warranted.
  5. New gatehouse and service facilities.
  6. Future trails, amenities, and other development.

##### **New Gazebo – Phase 3**

- © Design services for a new gazebo to replace the present structure in approximately the same location.
  7. This will include related access trails and pavings.
  8. A heavy timber and/or prefab structure may be considered.
  9. This structure and associated pergolas will be large enough to accommodate the wedding ceremonies and event activity that typically takes place here but will not have utilities beyond limited lighting.

##### **Construction Administration**



- Provide Construction Administration (CA) for the Phase 3 work identified above.
  - 10. This assumes that component construction falls under a single construction contract and schedule.
  - 11. CDG will attend bi-weekly site construction site meetings through construction (+/- October 1, 2011). Additional site meetings, if required, will be billed on a time and materials basis.
  - 12. The CDs will be developed to be bid to general contractors. Plans will identify appropriate areas of work to be undertaken by volunteers.
  - 13. CDG will assist the city in the bidding process including attendance at a pre-bid meeting with prospective contractors.

**Survey**

- CDG, through our subconsultant Salo, will provide a topographic survey for the Tower Area including:
  - 14. The general area within the boundaries on the attached site plan.
  - 15. One foot contour intervals.
  - 16. Existing site utilities (electrical, water, and septic system).
  - 17. Right-of-way and setback information for the high voltage powerline.
  - 18. Demarcation of planting and specialty area (e.g. Peace Garden) boundaries and existing trails.
  - 19. NO specific tree survey is included as part of this scope.
  - 20. A copy of Salo's proposal is attached for your reference.

**COMPENSATION**

This additional service will be performed in accordance with the terms of our original contract, and be invoiced to you on a time and materials basis. The component fees for these services are as follows:

Master Planning:	\$17,300
Survey:	\$15,800 (Salo)
<u>Phase 3 SD - CA:</u>	<u>\$13,700</u> (includes G&M (\$1,500) and HKGi (\$4,500) allowances)
Total	\$46,800

The above quoted fee includes our estimated our normal reimbursable expenses of \$1,800.00.

We will notify you if the scope of this additional service changes, and requires additional fee. If you are in agreement with this proposal, please indicate by signing below and returning one copy to our office. We will amend this proposal with final survey fees as soon as they are available. Again, thank you for the opportunity to provide continuing design services for this project.

Very truly yours  
Collaborative Design Group, Inc.

William D. Hickey AIA, LEED®-AP  
Principal

Authorized by:  
City of Duluth

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

c: Michelle Moses  
CDG Contract Administrator



ENGINEERS

SURVEYORS

PLANNERS

4560 Norway Pines Place □ Duluth, Minnesota 55811  
218/727-8796 □ Fax 218/727-0126

May 2, 2011

Bill Hickey AIA, LEED®-AP  
Collaborative Design Group, Inc.  
100 Portland Avenue South, Suite 100  
Minneapolis, MN 55401

Re: Topographic Survey of Enger Park

Dear Mr. Hickey:

We propose to perform the following surveying services to assist with your Enger Park project, Duluth, Minnesota. After meeting on site with the City Architect this morning, we have a better understanding of the areas and level of topographic data that is needed for this project.

**Scope of Work:**

- Provide a very detailed topographic survey with 1 foot contours of the road, parking, new gazebo, existing shelter, tower and Japanese garden as indicated by the "Inner Contour Boundary" line in red on the attached map.
- The area indicated as the "Outer Contour Boundary" as shown by the blue dashed line on the attached map will be surveyed but to a lesser degree. The need is to be able to design a path/trail centerline, stake it out, and have volunteers build them.
- The ring road will be surveyed only where the entrance road and the paths/trails connect with it.
- Locate the utilities, including waterline, septic system, electric, and the powerline.
- Prepare a drawing showing the information stated above.

**Assumptions:**

- We will not need to locate specific trees on the site.
- The price quoted below is contingent upon receiving approval to proceed by May 6, 2011 in order to complete the majority of the surveying prior to leaf-out. Completion is anticipated to be 3 weeks after starting.

**FEES**

Engineering and land surveying fees are invoiced based on the actual amount of time spent in the performance of the work at our standard hourly rates. Reimbursable expenses (mileage, materials, plan reproduction, mylars, testing, etc.) will be billed at cost. Based on the scope of work outlined, the professional fees for this work will be **\$15,800.00**. This amount will not be exceeded without your prior authorization. However, as this work is performed, if the scope of services required is changed, the amount of compensation provided for herein shall be adjusted appropriately.

Requests for insurance certificates naming additional insureds or other special requests must be made in writing. A \$50.00 charge for each special request will apply.

**BILLING**

During the course of the engagement, we will invoice monthly for those fees and expenses incurred to date. Invoices are payable within 10 days of receipt of payment from the owner. We accept Visa, MasterCard, and Discover.

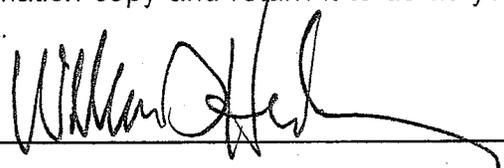
**ACCEPTANCE PROCEDURES**

We appreciate the opportunity to present this proposal to you. We trust the information contained in this proposal is satisfactory for your purposes. However, if modification is required on any matter contained herein, please do not hesitate to contact us.

**ACCEPTANCE OF PROPOSAL**

Payment will be made as outlined above. You are the owner or the authorized agent of the property/project on which you have authorized Salo to perform work.

If this letter correctly states your understanding of the work to be performed, please sign the enclosed confirmation copy and return it to us as your authorization for us to proceed with the assignment.

Authorized Signature  Date Accepted 5/11/11

Sincerely,

SALO ENGINEERING INC.

  
David Bolf, P.E.  
DB:dp

Inner Contour Boundary  
12.5 Acres ±

Enger Park Golf Course

Twin Lakes

Master Plan  
boundary

Skyline Boulevard



Outer Contour Boundary  
Contains 27.5 total acres, 15 Acres outside of the inner contour area