

# COUNCIL COPY

## RECREATION, LIBRARIES AND AUTHORITIES COMMITTEE

13-0175R

RESOLUTION AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH SRF CONSULTING GROUP, INC FOR PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF A MASTER PLAN FOR TWO CITY PARKS (HARTLEY PARK AND WOODLAND RECREATION AREA) FOR AN AMOUNT NOT TO EXCEED \$50,000.

### CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to enter into an agreement with SRF Consulting Group, Inc, substantially in the form of that on file in the office of the city clerk as Public Document No. \_\_\_\_\_, for professional services for the development of a master plan for two city parks (Hartley Park and Woodland Recreation Area) for an amount not to exceed \$50,000, payable from Fund 205-130-1220-5530 (Parks Fund, Community Resources, Parks Capital, Improvements other than Buildings).

Approved:

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

Approved for presentation to council:

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

Approved as to form:

  
\_\_\_\_\_  
Attorney

Approved:

  
\_\_\_\_\_  
Auditor

STATEMENT OF PURPOSE: This resolution authorizes a consultant agreement with SRF Consulting Group, Inc, for an amount not to exceed \$50,000, for the development of individual master plans for improvements to the following parks: Hartley Park and Woodland Recreation Area. The development of the master plans align with the parks and recreation master plan to have parks serve community needs by gathering input from each of the park's surrounding community.

Four firms responded to the issued RFP. Their proposals were reviewed by a committee of City staff and the Executive Director of Hartley Nature Center. The top three firms were interviewed by the same committee.

SRF Consulting Group was selected based on details of their proposal; the quality, credentials and diversity of the staff they will use for this mini-master plan; and the opportunity they can provide to assist in positioning Hartley Park as regionally significant and, thus, eligible for DNR Legacy grants.

An aerial photograph of a park area. A road curves through the upper right portion of the image. Below the road, there is a building and a stream that flows through a wooded area. The trees are mostly green, with some yellow and orange, suggesting autumn. The sky is a clear blue.

Proposal to provide  
professional services for  
**Hartley Park and  
Woodland Recreation Area**  
in preparation of a Mini Master Plan  
RFP #13-02DS

Duluth Parks and Recreation

**SRF**  
Consulting Group, Inc.

ENGINEERS  
PLANNERS  
DESIGNERS

in collaboration with • Schoenbauer Consulting and Two By Four Forestry

March 1, 2013



March 1, 2013

Ms. Kathy Bergen  
Manager of Parks and Recreation  
DULUTH PARKS AND RECREATION  
City Hall - Ground Floor  
411 W First Street  
Duluth, MN 55802

SUBJECT: PROPOSAL FOR PROFESSIONAL SERVICES FOR HARTLEY PARK AND WOODLAND RECREATION AREA MINI-MASTER PLAN (RFP #13-02DS)

Dear Ms. Bergen and Members of the Selection Committee:

Hartley Park and the associated Woodland Recreation Area serve as popular year-round destinations for a variety of trail user groups and offer exposure to a diverse range of natural resource environments. The development of an overall park master plan to integrate recreational programming with land management considerations offers the opportunity to evaluate how the existing park, school district property, Nature Center, Hartley Field, and adjoining neighborhoods can be better integrated into a comprehensive open space system.

**SRF Consulting Group, Inc.** is excited about the possibilities this master plan can generate to further enhance the use and function of recreational amenities while establishing a framework plan for managing the land resources within the park. The SRF Team has a strong background in park and trail master planning in natural resource environments. We are recognized for our ability to integrate stakeholder involvement into consensus-driven master plans, which can meet the needs of a wide variety of user groups.

The SRF Team will contribute to this project's success by providing:

- **Commitment of Qualified Staff.** SRF has assembled a qualified consultant team to address all issues as part of the master planning process. **Ken Grieshaber, ASLA**, will serve as Project Manager. Ken has more than 25 years of experience dedicated to park planning and design and has planned and developed numerous natural resource-based park properties. Ken also has extensive experience facilitating interaction with stakeholder groups and taking projects from planning through implementation. **Jeff Schoenbauer, PTBA (Schoenbauer Consulting)** will provide trail design expertise and has designed and implemented numerous natural surface hiking and mountain bike trail systems throughout the State. **Jan Bernu, SAF (Two By Four Forestry)** will provide vegetation and wildlife habitat management expertise for the project.
- **Creative and Innovative Design.** SRF has been awarded many professional society recognitions for our creativity and site-sensitive approach to park planning and design. SRF has been recognized by the Minnesota Chapter of ASLA and the Minnesota Recreation and Parks Association for many awards related to new and renovated park facilities. We thrive on challenges that require creative solutions and are dedicated to maximizing the opportunities that each park resource presents to user groups.

[www.srfconsulting.com](http://www.srfconsulting.com)

One Carlson Parkway North, Suite 150 | Minneapolis, MN 55447-4443 | 763.475.0010 Fax: 763.475.2429

*An Equal Opportunity Employer*

- **Demonstrated Experience.** SRF's park, open space, and trail experience spans comprehensive planning, master planning, design, implementation, and in-construction services. As noted in our proposal, we have assisted numerous communities with planning and developing regional park facilities, neighborhood and community parks, athletic fields, play facilities, greenways, special-use facilities, and trail systems. Our proven record of planning and implementing successful projects for many city, county and state agencies confirms our commitment to providing exceptional park, trail, and open space planning services.
- **Meaningful Stakeholder Involvement Process.** Our team of professionals has extensive experience facilitating public processes, leading to creative and consensus-driven plans that strive to meet the needs of all user groups. We believe the best master plans are often the result of many stakeholders being involved in the design process. Participants should be able to present their ideas and opinions, which can ultimately be reflected into final plan recommendations.
- **Process and Communication.** We are committed to working closely with City staff and all stakeholder groups during all development phases of the master plan. Communication is the key to every assignment, reinforcing the trust and support needed to successfully plan, and ultimately implement, site improvements.
- **Enthusiasm and Efficiency.** SRF will bring enthusiasm and energy to the park master planning project to make it an enjoyable process for all stakeholders. We are committed to completing tasks on time with high-quality and creative outcomes.

Thank you for the opportunity to submit this proposal. We look forward to meeting with you to discuss more possibilities for developing a master plan for Hartley Park and the surrounding Woodland Recreation Area.

Sincerely,  
SRF CONSULTING GROUP, INC.

Ken J. Grieshaber, ASLA  
Principal

Barry J. Warner, FASLA, AICP  
Senior Vice President

*Proposal No. P13184*

## FIRM INFORMATION

### A Long-Standing Tradition of Exceptional Services

#### SRF Consulting Group, Inc.

For more than 50 years, SRF has helped to strengthen communities across the Midwest. As a full-service consulting firm, SRF's landscape architects, planners, engineers, and other professional and technical staff offer tailored services and innovative solutions that answer our clients' project concerns. Headquartered in Minneapolis, SRF also has offices in Fargo and Bismarck, North Dakota; Madison, Wisconsin; and St. Louis, Missouri.

Drawing on our dedicated multidisciplinary staff, we effectively complete complex projects and are committed to maintaining close working relationships with our clients. SRF's long-term client relationships truly reflect our ability to provide quality and award winning services.

Our demonstrated experience and multidisciplinary skills include:

- Experience working with environmental and early childhood education centers
- Knowledge of various ecological and natural systems
- Membership in the Society of American Foresters and Professional Trail Builder's Association
- Meaningful public involvement process

#### Corporate Direction

Approximately 34 principals provide corporate direction and accountability to our clients' projects. SRF's unique organizational framework emphasizes principals being directly invested in a project's progress and ensuring milestones are met and desired results are achieved. A breakdown of staffing by discipline is as follows:

151 Engineers  
25 Planners  
12 Landscape Architects  
97 Technical/Administrative  
**285 Total Staff**

#### Contact Information

SRF is fully committed to providing our skills to the City of Duluth, and we have a thorough understanding of the effort required for the work on which we are proposing.

#### SRF Consulting Group, Inc.

One Carlson Parkway North, Suite 150  
Minneapolis, MN 55447

With more than 25 years of experience, Ken Grieshaber, ASLA, will serve as Project Principal/Project Manager.

Ken Grieshaber, ASLA  
Principal  
(763) 475-0010  
kgrieshaber@srfconsulting.com



## REFERENCES

The strength of our company and our future lies in the satisfaction of our clients. We strive to always meet or exceed our clients' expectations. We encourage you to contact any of our references at your convenience.

### SRF Consulting Group, Inc.

Patricia Freeman, Planner  
Scott County Parks and Trails  
Government Center 114  
200 Fourth Avenue West  
Shakopee, MN 55379-1220  
(952) 496-8752  
PFreeman@co.scott.mn.us

John Elholm, Parks Director  
Washington County Parks  
11660 Myeron Road North  
Stillwater, MN 55082  
(651) 430-4303  
john.elholm@co.washington.mn.us

Paul Thorne, Asset Management Director  
Girl Scouts of Minnesota & Wisconsin River Valleys  
400 Robert Street S  
St. Paul, MN 55107  
(651) 379-4772  
paul.thorne@girlscoutsvr.org

Peter Paulson, Architectural Supervisor  
Minnesota Department of Natural Resources  
500 Lafayette Road, Box 16  
St. Paul, MN 55155  
(651) 259-5486  
peter.paulson@state.mn.us

### Schoenbauer Consulting, LLC

Larry Peterson  
MN DNR Parks and Trails  
Manager, Fort Snelling State Park  
(612) 725-2389

### Two by Four Forestry

Bruce Schoenberg  
MN DNR-Forestry  
1604 South Hwy 33  
Cloquet, MN 55720  
(218) 879-0880 ext. 227  
(Provided general contract assistance – Woodland Stewardship Plans)



*Silverwood Park Development  
2010 MASLA Award of Excellence  
2010 MRPA Award of Excellence*

## FIRM'S TOTAL QUALIFICATIONS

### SRF Consulting Group, Inc.

SRF Consulting Group, Inc. is a full-service consulting firm with a broad base of award-winning engineering, planning, and design services including:

- Landscape architecture, urban and parkway design
- Site planning and engineering
- Water resources planning and engineering
- Environmental, comprehensive, and community planning
- Surveying
- Construction administration and observation

Headquartered in the City of Minneapolis, SRF was established in 1961 and employs more than 250 engineers, planners, and designers who work with public and private sector clients across the Midwest. SRF has worked with the DNR, regional park districts, counties, and municipalities across Minnesota on high-profile park planning, design, and construction efforts. By melding landscape architecture with other disciplines, we generate innovative and original design solutions with a sensitivity to natural resources.

SRF emphasizes collaboration with our clients and the broader community to deliver projects that are aesthetically pleasing, functional, and maintainable. In addition, we are committed to the use of LEED principles. Our knowledge includes alternative materials or construction techniques, integrated design techniques and sustainable site initiatives, energy efficiency of the selected materials/ processes, and reuse and recycling of materials.

### Schoenbauer Consulting, LLC

Schoenbauer Consulting is a Minneapolis-based planning, design, public process, and research firm specializing in projects that add value to the public realm. Working exclusively on the public side, the firm blends innovative approaches to teamwork and outreach/community engagement with a commitment to finding creative yet implementable/economically viable planning and design solutions for public initiatives. The driving principle behind Schoenbauer's practice is providing personalized and flexible professional services to meet client needs.

Schoenbauer Consulting is a TG/ED (Targeted Group/Economically Disadvantaged) company and certified with the state of Minnesota. **The firm is also a member of the Professional Trail Builders Association (PTBA).**

Schoenbauer specializes in park planning, design and construction oversight. In addition, they provide the following services:

- Comprehensive system planning for parks, trails, natural resources, and recreational facilities
- Local, regional, and state parks – master planning through development
- National, state, and local standards/guidelines writing – for parks, recreational facilities, natural open space, trails and campgrounds
- Owner's project representative – project inception/planning/design through construction administration/oversight
- Trails and greenways – master planning through development (paved and natural-surfaced)
- Issue and trend research – survey research, focus groups, and outreach training



## Oakdale Nature Preserve and Discovery Center

Oakdale, Minnesota

SRF assisted the City of Oakdale in developing a comprehensive park master plan for guiding programming and development of their five hundred-acre nature preserve. Both active and passive recreational opportunities were incorporated into the park with an emphasis on providing recommendations for restoring and interpreting native vegetation and water resources.

The park features paved hiking and biking trails, groomed cross-country ski trails, tennis courts (4), playground area, picnic shelters (2), an observation dock overlooking the lake, and a large parking area at the award-winning Discovery Center.

The Discovery Center provides visitors of all ages a quiet place of reflection and a unique place to learn about nature and art. Visitors can enjoy rotating art exhibits, large aquarium, “hands-on” wildlife exhibit room, or simply sitting by the fire or on the patio to read. There is also a historic one-room schoolhouse nearby and plenty of walking trails.

Other amenities addressed in the master plan included:

- Refining the alignment of trail circulation within the park and to surrounding neighborhoods
- Introducing new picnic facilities and an adventure play area
- Adding new outdoor programming and educational amenities to complement activities currently programmed at the Discovery Center building facility



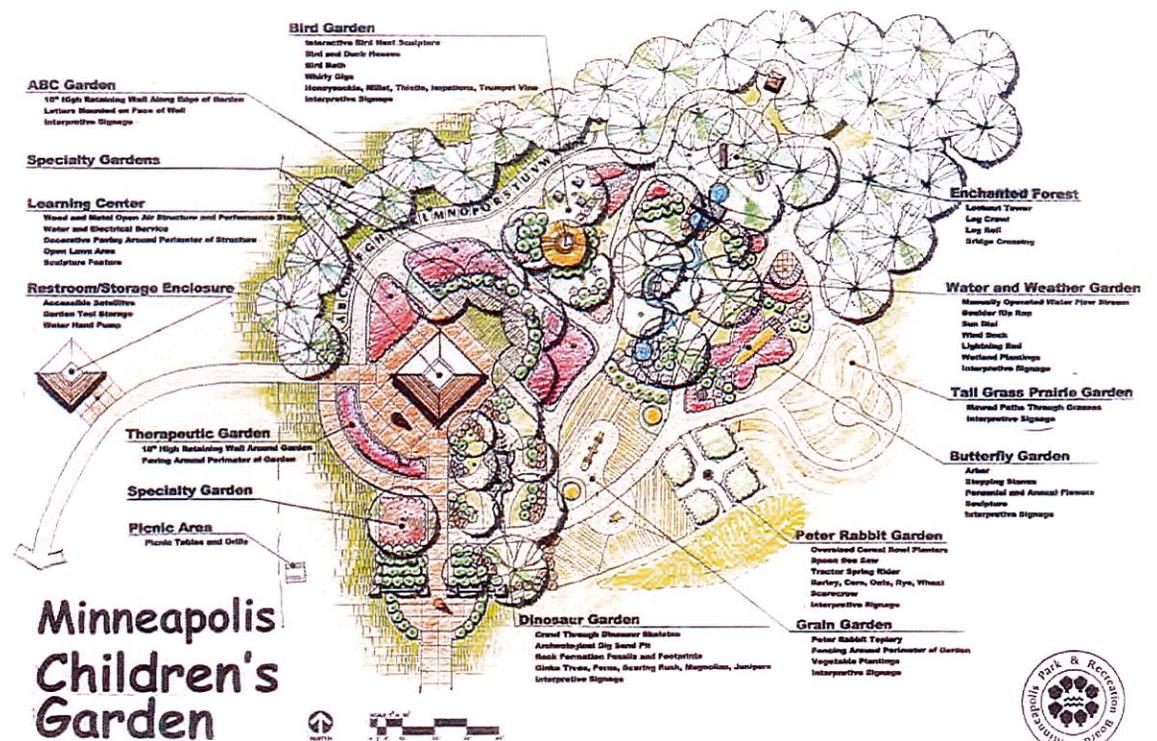
J.D. Rivers' Children's Discovery Garden  
 Minneapolis, Minnesota

SRF worked with the environmental education staff at the Minneapolis Park and Recreation Board to develop a conceptual plan for expanding the current inner city youth garden program at Theodore Wirth Park. The main design theme of the J.D. Rivers' Children's Garden is to create a hands-on interactive learning and recreational experience for children to explore and participate in developing various garden theme planting environments.

Other programming elements to be incorporated in to the garden area include:

- Outdoor classroom demonstration areas
- Provisions for accommodating physically challenged children
- Large group picnic facilities.

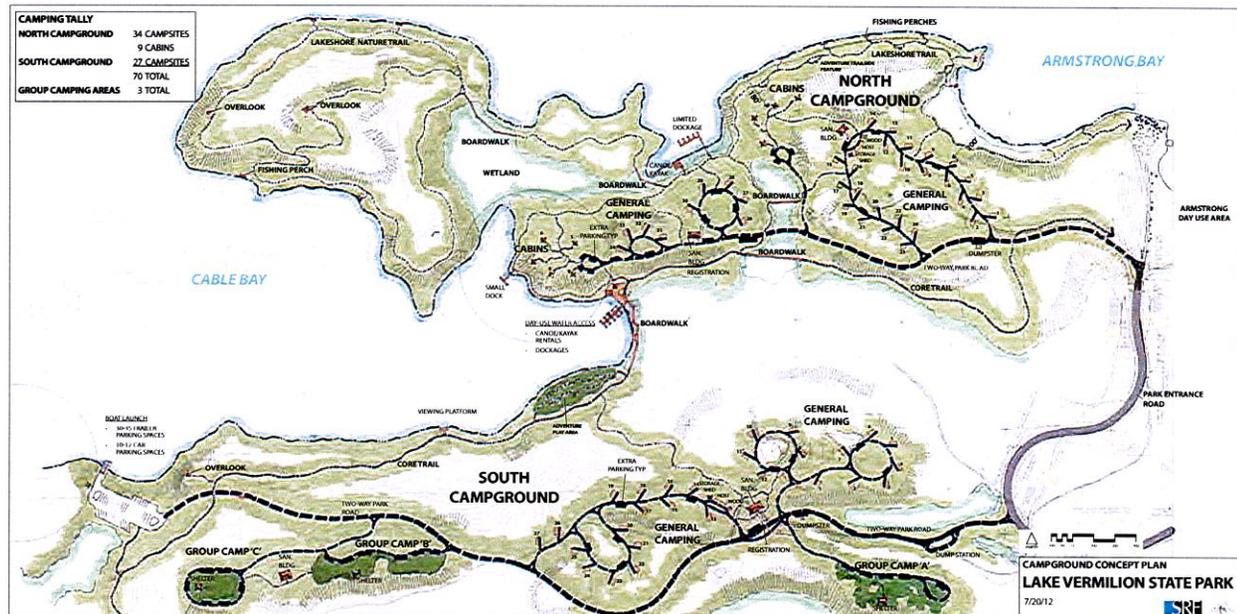
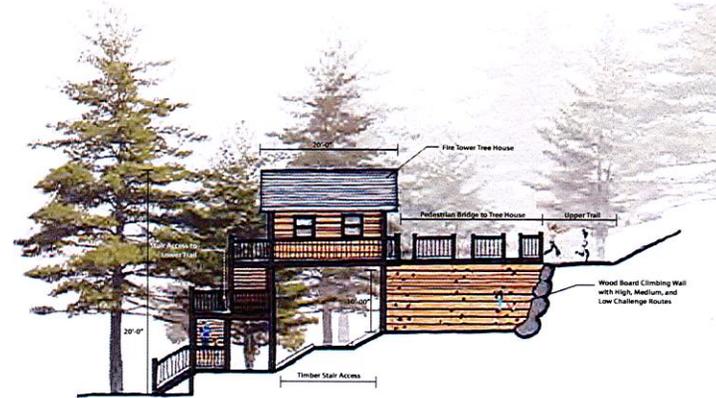
Fund raising and marketing efforts for constructing the garden are being targeted to attract both large corporate sponsors as well as with private philanthropic foundations.



# Lake Vermilion State Park

Soudan, Minnesota

SRF, in association with Schoenbauer Consulting, is working with the Minnesota Department of Natural Resources on the planning and development of the new Lake Vermilion State Park near Soudan, Minnesota. The first phase of site improvements in the 3,000-acre park consists of developing a north and south campground, camper cabin accommodations, an adventure play area, water access, and approximately five miles of natural surface hiking trails. Many site development constraints including exposed bedrock, steep topography, and wetlands required extensive onsite field reconnaissance to determine the most suitable locations for roadways, trail circulation, and campsite development.



# Girl Scout Camp Master Planning

Minnesota & Wisconsin

SRF worked with the Girl Scouts of Minnesota and Wisconsin River Valleys to develop site master plans for the renovation of their seven camp properties located across Minnesota and northern Wisconsin. Many of their camp facilities are in need of site, camp, and building facility improvements to maintain a high-quality camp experience desired by today's scout troop organizations.

Facilities being studied include adding a variety of new camper cabin facilities, yurt accommodations, and renovation of their existing tree house and platform tent facilities. New site amenities and programming areas are also being studied to be implemented at each camp facility to accommodate the changing interests of today's Girl Scout camp experience.



# Doyle Kennefick Regional Park

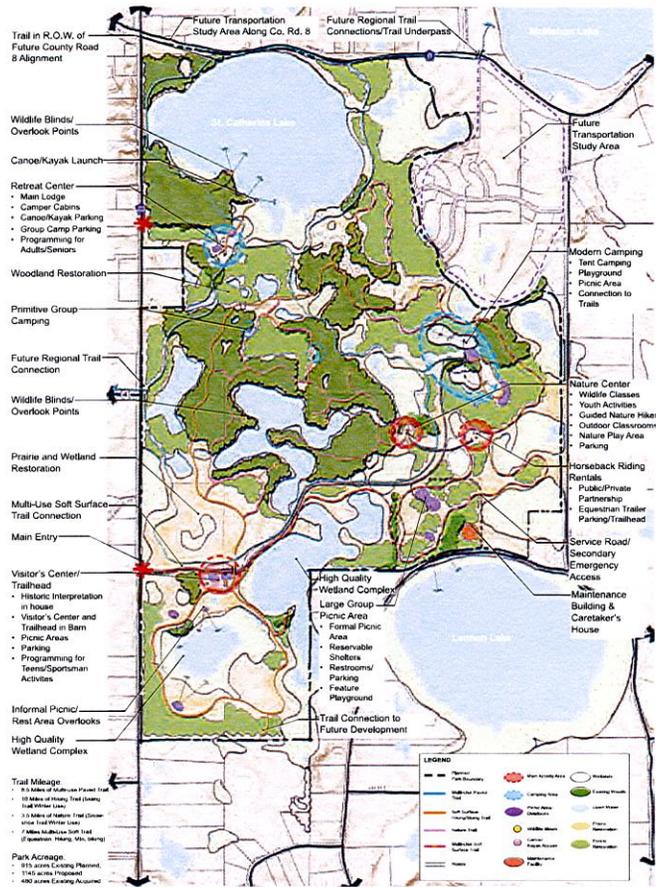
Scott County, Minnesota

Doyle Kennefick Regional Park is a 1,150-acre park located in Scott County that was established as a regional park in 2003. SRF assisted Scott County with developing the first master plan for the park, which placed an emphasis on preserving and protecting valuable natural resource vegetation, wetland, and wildlife habitats.

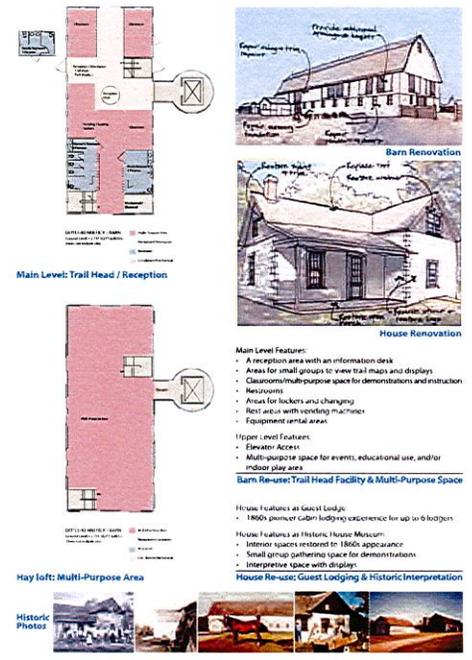
Program amenities incorporated into the master plan include:

- Environmental education learning center
- Camper cabin and retreat center
- Campground facility
- Trail system that accommodates a variety of trail user groups.

Building reuse options for the existing 1860s farm house and barn facility were also integrated into the final master plan recommendations.



Master Plan  
Doyle Kennefick Regional Park  
Scott County



## Indian Lake Restoration

*Blue Earth County, Minnesota*

The former Indian Lake area located south of Mankato near Mount Kato was identified as a wetland mitigation site for the south highway bypass near Mankato. Blue Earth County asked SRF to assist in restoring Indian Lake to serve an ecological purpose and to be a recreation and -education amenity. The County's objectives for the -project included:

- Wetland reclamation
- Water quality improvement
- Flood water storage
- Wildlife conservation
- Recreation
- Conservation
- Conservation education
- Historic and aesthetic values

SRF assisted the County with trail system -planning and design, landscape architecture and hydraulic aspects of the project. The trail system, which will include rest areas and scenic overlooks, will encircle Indian Lake. A trailhead will include a picnic -shelter, information kiosk and toilet facilities. Landscaping with native plant materials will maintain the site's natural -character.

Hydraulic engineering services included identifying the area's hydrologic resources, the hydrologic resources needed to provide a range of habitats, necessary inlet controls and the outlet -control needed for the lake -environment, flood storage bounce and water quality flow through rates and sediment/nutrient pond needs.



## Lake Elmo Park Reserve Winter Recreation Facility & Ski Trail System

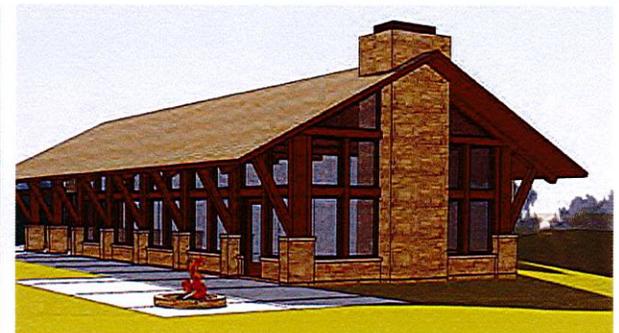
Washington County, Minnesota

SRF collaborated with HCM Architects, a construction manager, and County staff to develop a new trailhead facility, cross country ski trails and a trail lighting system to meet growing demand for evening cross country skiing in the eastern metropolitan area.

Lighting was installed on seven kilometers of the trail system, creating multiple loops and several potential layouts for race events. Energy efficient LED technology was utilized with prismatic lenses to evenly disperse light across trails. Shields were installed on each fixture to eliminate glare.

The new trailhead building was sited to minimize impacts to the adjacent landscape while providing views down trail corridors and providing ADA compliant pedestrian access to the existing parking area. This facility will serve as a warming house in addition to providing meeting space to accommodate high school ski meets, weddings, and other community functions. Other site improvements included a septic system, well, and infiltration areas to remove pollutants from storm water before it enters the delicate system of lakes and wetlands within the park.

Future improvements will include improved parking facilities, an outdoor patio area with fire pit, and a sledding hill.



Sketch courtesy of HCM Architects

## Elm Creek Bank Stabilization

*Maple Grove, Minnesota*

Elm Creek suffers from increased runoff rates and volumes due to urbanization. Severe bank erosion threatened a number of locations along the recently constructed Elm Creek Regional Trail in Maple Grove.

The Three Rivers Park District (TRPD) retained SRF Consulting Group, Inc. to study the bank erosion issues and provide potential solutions.

A bioengineered solution involving riprap to protect the toe and vegetated geogrids for higher flows was selected to stabilize the banks for four separate reaches that were experiencing slope failure.

The design and construction techniques proved appropriate even when a large rainfall event occurred midway through construction. SRF staff worked closely with Hennepin Conservation District and TRPD staff to complete this project.



## Big Marine Park Reserve

Washington County, Minnesota

Planning efforts for Big Marine Park Reserve began nearly 45 years ago. Classified as a park reserve by the Metropolitan Council, active recreation is limited to 20 percent of total park acreage, with an emphasis on preservation of the resource base. After acquiring more than 600 of the proposed 1,920 acres, Washington County selected SRF to complete the first phase and schematic development for the park reserve, which included:

- Modern, RV, group, and primitive campground facilities
- Swim beach facility with family picnic areas and shelters, parking, and a playground
- Boat launch and parking
- Large group picnic areas
- Park entrance facilities, drive and internal access circulation
- Trail circulation development
- Restoration of native plant communities, woodlands, and wetland habitats
- Incorporation of stormwater bioretention basins and swales to minimize runoff

The first phase of the park opened Spring 2008. Implementation of this phase provides an important springboard to develop the park and realize the original vision of Big Marine Park Reserve.



*A task force of representatives from the DNR, watershed district, and Corps of Engineers was engaged early in the design process to address natural resource impacts and permitting issues. Open house meetings were held with local units of government and the general public to gain feedback regarding proposed site improvements and programming activities.*

## Silverwood Park Development

St. Anthony, Minnesota

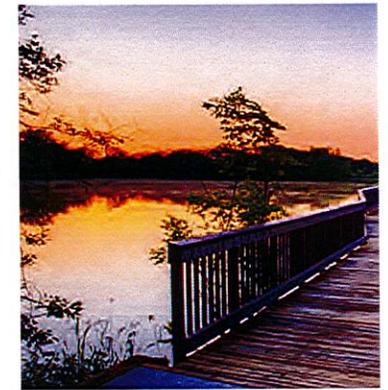
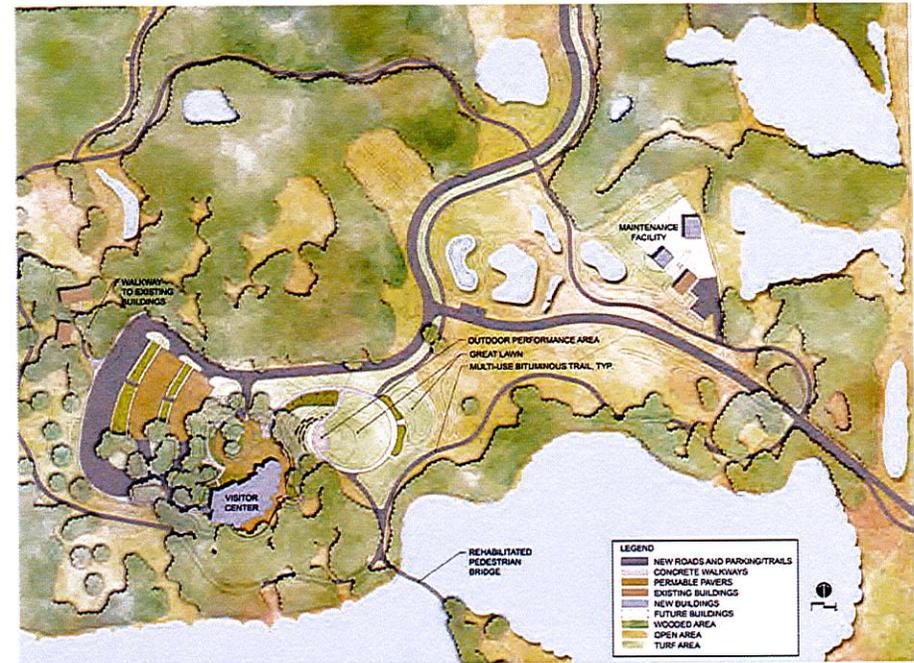
When Three Rivers Park District purchased the Salvation Army Silver Lake Camp in 2001, an exciting process began of determining the role of Silver Lake in the metropolitan park and open space system plan. Silver Lake, whose Salvation Army operation dates back to 1921, is comprised of 22 building structures on a 120-acre parcel in suburban Ramsey County. The rolling terrain, quality woodlands, water amenities, and open space in an urban environment provide an attractive setting for open space recreation.

Three Rivers Park District has an established mission of environmental stewardship through “recreation and education in a natural resource-based park system.” As a result, the development of Silverwood harmonizes the site’s natural and cultural resources.

Renamed Silverwood, the camp is a “special recreational area” that focuses on individual artists, art groups, school groups, and the general public, who create and enjoy art inspired by nature within a natural resource-based environment. **Silverwood offers various nature-inspired classes throughout the year (including ceramics, photo workshops, and music), providing everyone from preschoolers to seniors a peaceful retreat.**

Assisted by SRF, the Park District developed a master plan that envisions diverse site and building facilities that will host fine arts, folk arts, spoken art, performed art and other forms of artistic expression.

SRF led a multi-disciplinary team through development planning, a cultural resources assessment, and an evaluation of the buildings. As site planning and schematic design alternatives were prepared for landscape and building components, the team developed a truly unique park environment. Bridges, trails, roads, pedestrian amenities, and parking were designed and implemented to complement, and not impact, nature. Landscaping, resource management, and plant restoration were also key to the site’s ultimate success.

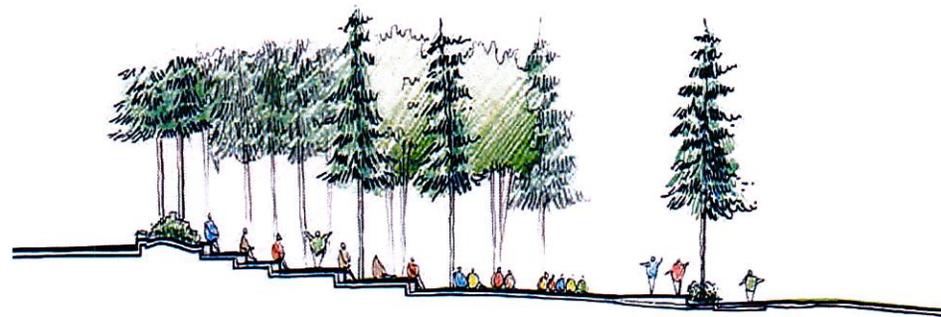
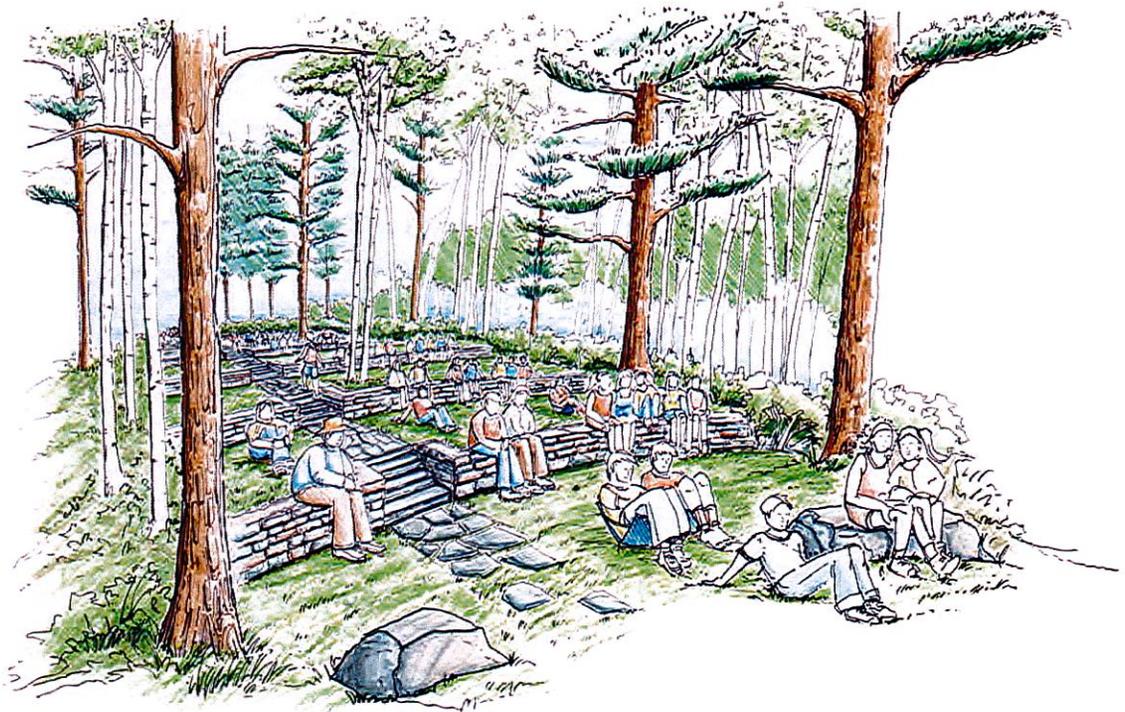


## Camp Widjiwagan Amphitheater

*Ely, Minnesota*

SRF is working with Camp Widjiwagan, a Saint Paul YMCA camp located on Burntside Lake near Ely, Minnesota on the design of a four-season, outdoor amphitheater. The goals of the project are to create a space that functions as the camp's central gathering location, improve pedestrian circulation throughout the camp and improve the functionality and surface drainage of adjacent amenities, while protecting the water quality and views of Burntside Lake.

The SRF team is working with a committee of devoted camp staff and board members who know the site and are passionate about the camp's mission. Through a careful process of gathering input and listening to the needs of the staff and committee members, the SRF team created a series of unique concepts that were presented to the committee. The feedback from the committee on the concepts will be used to generate a final concept that meets the camp's needs for a multi-use, outdoor gathering space that can be used year-round by small or large groups.



## Blakeley Bluffs Collaborative Conservation Planning

*Scott County, Minnesota*

Scott County has a goal for the long-term conservation and restoration of the natural resources, preservation of scenic views, and provision of recreational opportunities for the Blakeley Bluffs corridor along the Minnesota River. The County desires to identify opportunities where it can collaborate with other public agencies and environmental organizations (collaborative partners) on conservation projects and programs.

Scott County retained SRF to plan and facilitate three collaborative partner meetings and conduct interviews with collaborative partners for the purpose of identifying conservation collaboration opportunities.

The process resulted in SRF developing a technical report – the Blakeley Bluffs Conservation Action Plan – that identifies collaborative opportunities and issues that came to light during the meetings and interviews. The report includes a prioritized list of mutually agreed upon collaboration projects that can be implemented in the short-term within each organization’s existing mission and powers.

The report also identifies outstanding conservation issues that will require additional research and/or policy discussions between collaborative partners at a later date in order to determine the best way to move forward.



## Cuyuna Country State Recreation Area - Mountain Bike Trail System

*Minnesota Department of Natural Resources*

Working under a federal grant, Schoenbauer Consulting collaborated with the DNR over the course of several years to design and oversee construction of a mountain bike trail system. From the project's onset, the overarching goal was to develop a world class mountain biking destination that will draw riders from across the region. Of equal importance is using this trail system as one of DNR's cornerstone facilities as it implements its strategic plan that focuses on providing quality facilities to entice more people to participate in outdoor recreation.

With quality as the mantra, developing the trails focused on providing riding opportunities for beginners through expert riders that are fun, challenging, safe (in relative context), and a rewarding outdoor experience. Developed in a long abandoned mining area, the 22 miles of trails are spread out across a series of "hills," each of which were purposefully designed to exhibit a unique personality and level of challenge.

For the project, Jeff was the Owner's Representative, which included acting as overall project manager, lead designer, and construction manager. Kathy supported the administrative functions of the project, which included developing some unique spreadsheets to track project built quantities.



*Day-to-day working with the contractor was central to the success of the project.*



## Lebanon Hills Regional Park Master Plan & Development

*Dakota County Parks*

Lebanon Hills is a 2600-acre regional park located in Eagan and exhibits varied land forms, lakes, streams, marshes, flora and fauna, and provides an extensive array of outdoor recreational opportunities.

Jeff's project role included all aspects of completing a very challenging master planning process and then overseeing the design and construction of a campground expansion and visitor center.

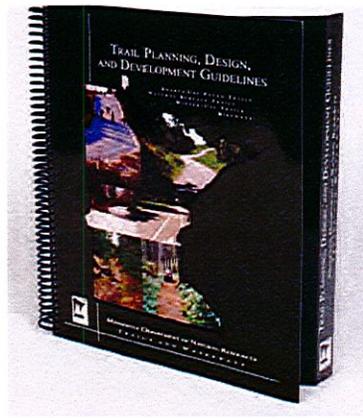
Guided by the master plan, Dakota County Parks converted a 2 mile gravel road to 10+ miles of natural surface single track mountain bike trail. Currently, Tim Wegner and Jeff Schoenbauer are working with Dakota County on the development of a Skills Development Area and a beginner trail to introduce new riders to mountain biking.



## Trail Planning, Design, and Development Guidelines

*MN DNR (2006)*

Jeff Schoenbauer was the principal author of a comprehensive trail manual covering all aspects of trail planning, design, and development for use by public agencies, professional planners, designers, and lay persons interested in trails. The project involved securing input from trail advocates from across the country to ensure that the manual reflects the best, most sustainable practices available. **The manual received two major awards, including 2007 Achievement Award from the National Coalition for Recreational Trails – the highest national award available – and a 2008 Merit Award from MASLA.** The manual was published in March 2007. Jeff reviewed the design and performance of literally thousands of miles of trails and interviewed experts from across the country in determining the best practices for developing all classifications of motorized and non-motorized trails.



## Edenbrook Conservation Area Nature Trail and Boardwalks

*Eden Prairie Parks*

Jeff Schoenbauer was the project manager, lead designer, and manager of development of a nature trail and boardwalk system in Edenbrook Conservation Area. A couple of main challenges included integrating the trail system within the context of extensive wetlands and in close proximity to established neighborhoods. Judging by the neighborhood demand for more trails, the project was considered a major success by local residents and community leaders.

Jeff oversaw all aspects of the development of these trails, including day-to-day in-field oversight of contractor activity, field design, and trail alignment modifications.





## Minnesota Department of Natural Resources

500 Lafayette Road  
St. Paul, Minnesota 55155

March 8, 2011

Mr. Jeff Schoenbauer  
CEO, Schoenbauer Consulting, LLC  
5054 Drew Avenue South  
Minneapolis, MN 55410

Subject: Cuyuna Country State Recreation Area Mountain Bicycling Trail System

Dear Jeff:

This letter is to show our appreciation for the key role you and your firm played in completing our new mountain bike trail system at the Cuyuna Country State Recreation Area near Crosby, MN. We would also like to provide our recommendation that Schoenbauer Consulting would be an asset to the Professional Trail Builders Association and would urge that the firm be accepted for membership.

On the Cuyuna trail system project, Schoenbauer Consulting played a critical role as lead design firm and project administrator. This was a very complex project that was funded by Federal Highway Administration federal transportation budget. The Minnesota Department of Transportation acted as FHWA's agent and was responsible for all plan review and project approval. Considering that both agencies are typically involved with major highway projects and are almost never involved with mountain bike trail construction, Schoenbauer Consulting was instrumental in negotiating design compromises and adapting what is typically a field process in the trail building world to a formal process requiring detailed construction documents and competitive bidding by non-specialized contractors. The Minnesota DNR is very grateful for the level of attention Schoenbauer Consulting brought to this project and to their constant support and encouragement to make this project exceptional for all levels of off-road bicyclists, not just acceptable and easy to build.

I would be glad to provide any additional information about the Cuyuna project to the PTBA or any other interested agencies.

Sincerely,

Larry G. Peterson  
Minnesota DNR Division of Parks and Trails  
Acquisition and Development Manager  
651-259-5593

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“The Minnesota DNR is very grateful for the level of attention Schoenbauer Consulting brought to this project and to their constant support and encouragement to make this project exceptional for all levels of off-road bicyclists.”

## PROJECT TEAM

### A Committed Project Team

SRF has assembled an exceptional team of professionals for the Hartley Park and Woodland Recreation Area Mini-Master Plan project. The SRF Team has experience working on similar park projects, and we will work closely with Duluth Parks and Recreation to address the entire scope of work identified in this proposal.

#### Primary Contact

Ken Grieshaber, ASLA

Principal

(763) 475-0010

kgrieshaber@srfconsulting.com

SRF Consulting Group will serve as the prime consultant. The SRF Team also includes **Schoenbauer Consulting, LLC** (trail design) and **Two by Forestry** (pine plantation and wildlife habitat management).



Ken Grieshaber, ASLA  
*Principal/Project Manager*

Mr. Grieshaber has more than 25 years of experience in landscape architecture, urban design, park and trail planning, and site design for commercial and municipal projects. His skill set includes project management, conceptual and detailed design, and preparation of drawings and cost estimates. Prior to joining SRF, he served as a Landscape Architect with the Minneapolis Park and Recreation Board's Planning Department. His responsibilities included planning and managing park improvement projects and working with neighborhood groups, consultants and contractors. Mr. Grieshaber is known for his skill in fostering an open, collaborative design process that includes residents, city officials and design professionals.



Timothy Wold, ASLA  
*Site Design/Wayfinding*

Over the past 14 years, Tim has gained a wide range of experience that includes park planning and design, trail system planning, and site design.



Jeffrey Olson  
*Plant and Wetland Ecology*

Jeff has more than 22 years experience writing natural resource management plans, conducting studies on wetlands, and agency coordination.



Walter Eshenaur, PE  
*Water Quality/Streambed Restoration*

Walter has 25 years of experience in water resources including treating water quality and applying innovative best management practices.



Egle Vanagaite-Megits  
*Graphics*

Egle has more than four years of experience in landscape architecture including conceptual design and master planning.



Jeff Schoenbauer  
*Schoenbauer Consulting, Project Principal*

Jeff has nearly 33 years of experience managing complex public projects. He is currently working with the greater MN Regional Park and Trail Coalition assessing statewide funding initiatives for park and trail improvement projects.



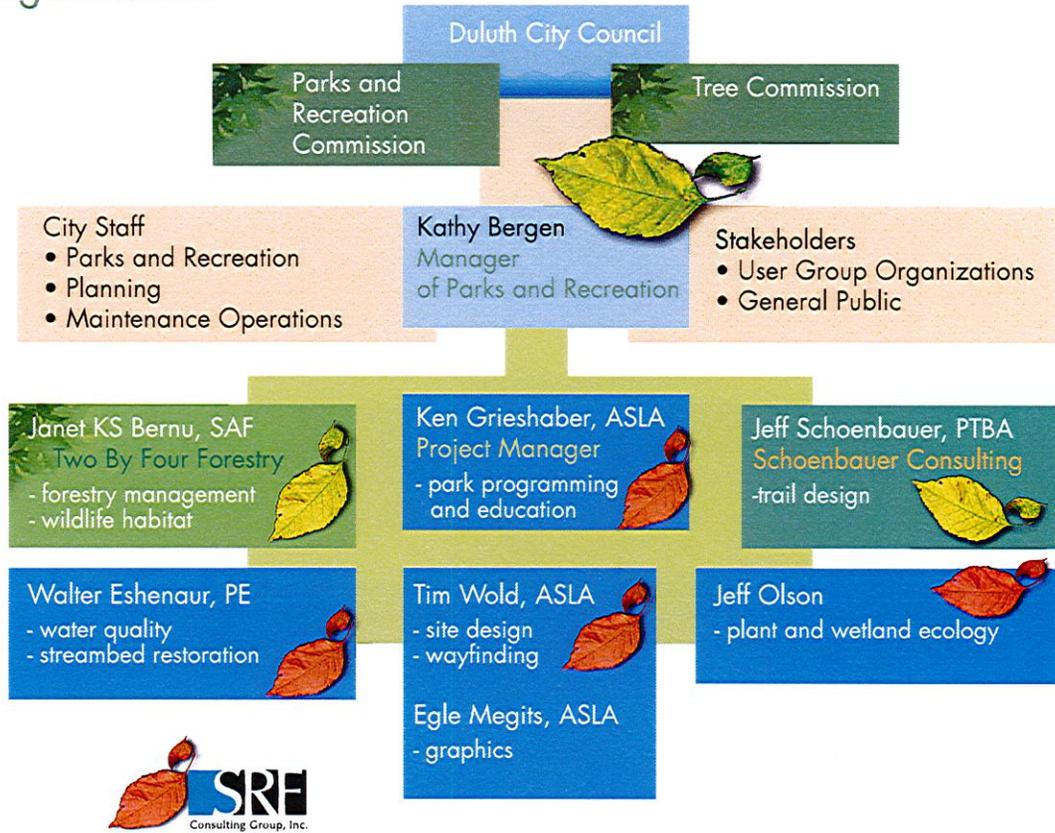
Kathy Schoenbauer  
*Schoenbauer Consulting*

Kathy brings nearly 30 years of experience in public advocacy work to the project team.

Janet Bernu  
*Two by Four Forestry, Certified Forester*

Jan is a certified forester with more than 30 years of experience in vegetation and timber management.

# Planning Team Organization



## Ken Grieshaber, ASLA

Principal/Project Manager



Ken has more than 25 years of experience in landscape architecture, urban design, park and trail planning, and site design for commercial and municipal projects. His skill set includes project management, conceptual and detailed design, and preparation of drawings and cost estimates. Prior to joining SRF, he served as a Landscape Architect with

the Minneapolis Park and Recreation Board's Planning Department. His responsibilities included planning and managing park improvement projects and working with neighborhood groups, consultants and contractors. Ken is known for his skill in fostering an open, collaborative design process that includes residents, city officials and design professionals.

### AREAS OF EXPERTISE

- Urban Design
- Site Planning and Design
- Public Involvement
- Master Planning
- Project Management

### EDUCATION

B.L.A., Iowa State University, 1987

### REGISTRATION

Landscape Architect: Minnesota #24860

### PARK AND RECREATION PROJECTS

- **Silverwood Park, St. Anthony, Minnesota.** This new regional park facility developed within a old Salvation Army Camp facility offers scenic views of Silver Lake within a wide diversity of natural resource areas including upland forest, prairie, and wetland areas. Sustainable site initiatives were integrated throughout the site for the treatment and reuse of stormwater for irrigation, harvesting removed trees for interior finishes for a new visitor center building, and the incorporation of unique park programming to serve the needs of the visual and performing arts community. (2010 MASLA Award of Excellence, 2010 MRPA Award of Excellence, and 2009 Business Journal Best in Real Estate)
- **Big Marine Park Reserve, Washington County, Minnesota.** Working with many stakeholders to create a vision for this new regional park reserve, SRF developed a master plan addressing programming and site improvements to be integrated within this 1,700 acre facility. Uneven terrain and a wide variety of sensitive natural resource areas provided many challenges for integrating roadway and trail circulation, a new beach facility, and picnic facilities as part of the first phase of constructed park improvements. (2008 Award of Excellence - Minnesota Recreation and Park Association)
- **Blakeley Park Reserve Land Acquisition Plan, Scott County, Minnesota.** SRF undertook a planning study to determine a new park reserve boundary for a 5,000 acre area along scenic bluff tops on the Minnesota River. Private land ownership, natural resource inventories, and existing roadway infrastructure were all evaluated to evolve the final park boundary configuration. An extensive public participation process was also integrated into the planning process involving property owners, governmental agencies, and other special interest stakeholder groups.
- **Tettegouche State Park Visitor Center.** This well known scenic State Park facility located on Lake Superior along the north shore of Minnesota was in need of a new visitor center and rest area facility to accommodate increasing attendance and provide updated facilities for park visitors. A new visitor center building was sited to take advantage of views of Lake Superior, and provide a new trail hub for directing visitors to the Baptism River and Shovel Point overlook areas. New parking facilities and walk circulation were integrated within existing parking areas, and new stormwater treatment mechanisms were implemented to prevent surface runoff from reaching sensitive watersheds and drainage ways located throughout the park.
- **Oakdale Nature Preserve and Discovery Center, Oakdale, Minnesota.** A master plan was developed for this unique natural resource city park facility to introduce new amenities to complement youth and adult programming activities being hosted at the Discovery Center. Proposed improvements include a new rope climbing area, wildlife viewing areas, and a picnic shelter facility to serve larger group events and gatherings.
- **Lake Elmo Regional Park Trail Access and Lighted Ski Trail System, Washington County, Minnesota.** A new trail and ski lighting system was developed to accommodate the demand for night time cross country skiing. A new trailhead, warming house, and community meeting room facility was also constructed with new trail improvements.
- Lake Vermilion State Park, Soudan, Minnesota

## Timothy Wold, ASLA

### Site Design/Wayfinding



Tim joined SRF's Landscape Architecture and Urban Design Group in 2004. Over the past 14 years, he has gained a wide range of experience that includes municipal and regional park planning and design, trail system planning and site design. Tim has been involved with projects that range from urban streetscapes to natural resource-based state and regional parks in rural areas.

He frequently performs site inventories and analyses, programming, conceptual design, master plan development, design development, preparation of construction drawings and specifications, cost estimation, bid administration and construction observation. Tim works with a wide variety of clients and enjoys working in collaboration with design professionals of other disciplines.

### AREAS OF EXPERTISE

- Master Planning and Land Use Planning
- Streetscape Design
- Landscape Architecture
- Urban Planning and Design
- Park and Athletic Complex Design
- Natural Resource Management
- Park Planning and Design

### EDUCATION

B.A., Landscape Architecture, North Dakota State University

B.A., Environmental Design, North Dakota State University

### REGISTRATION

Landscape Architect: Minnesota #42164

### SELECT PROJECT EXPERIENCE

- **Big Marine Regional Park Reserve, Washington County, Minnesota.** Schematic planning and design, design development, cost estimation, construction documents, boat launch and beach design, and in-construction services.
- **Minnesota DNR Tettegouche State Park Visitor Center, Silver Bay, Minnesota.** Provided site design for this project including preliminary design and preparation of civil construction documents. He worked closely with the Minnesota Department of Transportation and the Minnesota Department of Natural Resources during the design of the project.
- **Lakeside Commons, Blaine, Minnesota.** Worked closely with the City of Blaine throughout the course of the project, from preliminary design through in-construction services and project close out.
- **St. Croix Bluffs Regional Park, Washington County, Minnesota.** Provided site design services in collaboration with the construction manager, architect, and county staff. Project role included preliminary and detail design, construction documents, and in-construction services.
- **Lake Elmo Park Reserve Winter Recreation Facility, Washington County, Minnesota.** Collaborated with construction manager, architect and county staff in providing site design services from conceptual design through construction documentation and in-construction services.
- **Peltier Lake Boat Launch, Anoka County, Minnesota.** Boat launch design, construction documents, specifications, and cost estimation.
- **Brockway Park, Rosemount, Minnesota.** Site design, construction documents, specifications, and cost estimation.
- **Horizon Shores Park, Moorhead, Minnesota.** Site design, construction documents, specifications, and cost estimation.
- **Zachary Park, Plymouth, Minnesota.** Athletic complex design, construction documents, specifications, and cost estimation.
- **Interlachen Boulevard Trail, Edina, Minnesota.** Trail corridor planning, schematic and graphic design.
- **100-Acre Park, Moorhead, Minnesota.** Athletic complex design, construction documents, specifications, and cost estimation.
- **Dred Scott and Valley View Athletic Field Renovations, Bloomington, Minnesota.** Baseball and softball field design including masonry dugouts, vertical and overhead safety netting, and field fencing. Services provided include schematic design, design development, cost estimation, preparation of construction documents, and in-construction services.
- **Augsburg College Gateway Center, Minneapolis, Minnesota.** Site planning, design development, construction documents, specifications and cost estimation.
- **University of St. Thomas Pedestrian Management Plan, Saint Paul, Minnesota.** Conceptual design, design development and cost estimation.



## Jeffrey Olson

### *Plant and Wetland Ecology*



Jeff has more than 22 years experience writing natural resource management plans and conducting studies on wetlands, Floristic Quality Assessment, wetland permitting, agency coordination, plant community ecology, invasive species, wetland mitigation design and monitoring, and water quality assessment. For the past 16 years, Jeff has

worked as a Botanist/Wetland Scientist in the private sector in the Twin Cities region. Prior to that, Jeff worked for six years as a Botanist/Wetland Scientist with the Illinois Natural History Survey conducting studies on the floristic quality of wetland and upland plant communities across the State of Illinois. Jeff has completed more than 150 Technical Memorandums concerning ecological assessment and management in Minnesota, Montana, North Dakota, Iowa, Wisconsin, Michigan, Missouri, Illinois, Ohio, Virginia and Utah.

### AREAS OF EXPERTISE

- Invasive Species
- Floristic Studies/Tree Surveys
- Wetland Delineation, Classification and Monitoring
- Natural Resource Management and Master Plans
- Wetland Functions and Values Assessment
- Wetland Restoration—Conceptual and Final Design
- Plant Community and Wetland Ecology
- Use and Calibration of Multi-sensor Water Quality Data Sondes
- Water Quality Sampling

### EDUCATION

M.S., Natural Resources Ecology, University of Illinois at Urbana-Champaign, 2000

B.S., Botany, University of Minnesota, 1989

### CERTIFICATION

Minnesota Wetland Delineators Certification Program #1089

### SELECT PROJECT EXPERIENCE

- **Big Marine Park Reserve Master Plan and Natural Resources Management Plan.** Completed a plan to restore 1,900 acres of a Washington County (Twin Cities, MN) Park Reserve and adjacent land to a mosaic of pre-settlement plant communities including mesic prairie, dry prairie, mesic savanna, oak forest, and several wetland types. The plan included provisions for eco-volunteerism and invasive species control.
- **Vegetation Management Plan for CSAH 2/ County Road 83 Roadway Improvements, Forest Lake, Minnesota.** Completed a Vegetation Management Plan for a portion of the Lamprey Pass Wildlife Management Area. The plan included detailed management techniques for control of several invasive species and a planting plan to restore the area to native plant communities.
- **Tree Survey for CSAH 14 Roadway Improvements, Anoka County, Minnesota.** Identified, sized, GPS-located, and described the health of over 900 trees within the project area. Estimated quantities of sawlogs and biomass and recommended handling

of felled trees with respect to Emerald Ash Borer regulations.

- **TH 53 Roadway Improvements from Cook to Virginia, Minnesota.** Conducted survey for Sensitive Plant Species in the Superior National Forest. Conducted field survey for 25 plant species listed as Sensitive by the US Forest Service. (2004)
- **Chippewa National Forest Sensitive Plant Species Survey.** Conducted field survey associated with national forest management Environmental Impact Statement for plant species listed as sensitive by the U.S. Forest Service. (2005)
- **Kimmes-Tobin Wetland Mitigation Site in Northern Wisconsin.** The Kimmes-Tobin Wetland Mitigation Site is a 400-acre area south of Superior, WI, created to compensate for WisDOT wetland impacts. Our team developed recommendations to preserve deteriorating berms to properly maintain the Site in perpetuity. Developed plant community succession management scenarios that could occur after a 1-2 foot drawdown. (2009-10)
- **Southwest Michigan Regional Airport Conceptual Wetland Mitigation Plan.** Conducted a floristic inventory and Floristic Quality Assessment on a parcel which was found to be a calcareous fen. Identified over 150 plant species.
- **Round Lake Wetland Mitigation Monitoring, City of Eden Prairie.** SRF designed a wetland mitigation site, upland prairie buffer and storm pond as mitigation for wetland impacts.

Walter Eshenaur, PE

*Water Quality/Streambed Restoration*



Walter has 25 years of experience in water resources related to site development, including hydrology, hydraulics, and design of stormwater management and treatment systems; stormwater conveyance design via open channels and storm sewer; design of energy dissipaters; erosion control and sediment management for both temporary and permanent applications; and well design and pumping systems. He also has experience assessing and treating water quality and applying innovative best management practices (BMPs) and bioengineering solutions to the treatment of surface water runoff. Mr. Eshenaur has in-depth knowledge and experience in permitting water resources solutions and wetland mitigation through watershed districts and other local government units such as counties and municipalities, and through federal agencies such as USACE and USFWS. Mr. Eshenaur also has extensive knowledge of major hydrologic and hydraulic computer applications and models, and is a certified SWPPP designer.

**AREAS OF EXPERTISE**

- Hydrologic and Hydraulic Modeling
- Water Quality Hydrologic and Hydraulic Model Calibration
- Surface Water Runoff Quantity and Quality Data Collection and Analysis
- Surface Water Management, Catchment and Conveyance Systems
- Hydrology and Flood Routing
- Stormwater Conveyance System Design
- Surface Water Treatment Systems and Trains
- Stream Realignment and Bank Stabilization
- Bioengineering/Best Management Practices

**EDUCATION**

M.S., Agricultural Engineering, University of Minnesota

B.S., Agricultural Engineering, University of Minnesota

**CERTIFICATION**

Professional Engineer: Minnesota #40929

**SELECT PROJECT EXPERIENCE**

- Big Marine Park Reserve Permitting and Stormwater Management, Washington County, Minnesota
- Silverwood Park Permitting and Stormwater Management, St. Anthony, Minnesota
- Necedah National Wildlife Refuge Culvert Hydraulics Study and Construction Plans, Necedah, Wisconsin
- Baker Park Reserve Stormwater Erosion and Drainage Study, Three Rivers Park District
- Big Stone National Wildlife Refuge Auto Tour and Site Improvements, U.S. Fish & Wildlife Service
- Washington County Government Center Stormwater Management Plan and Construction Plans, Stillwater, Minnesota
- Raspberry Island Site Engineering, Saint Paul, Minnesota
- Erosion Stabilization Study, Eden Prairie, Minnesota
- Leopold Wetland Management District, Harvey's Marsh Hydraulic and Hydrologic Assessment, US Fish and Wildlife Service
- XP-SWMM Water Quality and Quantity Standards and Modeling, Minneapolis, Minnesota
- Channel Realignment for Nine Mile Creek (Bloomington), East Fork of the Blue Earth
- Channel Stabilization of Elm Creek (Maple Grove), Riley Creek (Eden Prairie), and Purgatory Creek (Eden Prairie)
- Silverwood Park Water Quality and Stormwater Management Plan and Construction Plans, St. Anthony, Minnesota (Three Rivers Park District)
- Smithtown Road Culvert Hydraulics Study, Victoria, Minnesota
- St. Croix River Crossing Environmental Impact Statement Water Resources and Water Quality Analysis, Stillwater, Minnesota
- TH 212 Design-Build Water Resource Design, Eden Prairie to Chaska, Minnesota
- I-35W Tunnel Hydraulic Modeling, Minneapolis, Minnesota
- I-494 Tunnel Feasibility Study, Southwestern Twin Cities, Minnesota
- 20th/21st/SE Main Ave Stormwater Lift Station, Moorhead, Minnesota
- I-35W St. Anthony Bridge over the Mississippi River Design-Build Oversight, Minneapolis, Minnesota

## Egle Vanagaite-Megits

### Graphics



Ms. Megits is a planner/designer in SRF's Landscape Architecture group. She has more than four years of experience in landscape architecture and urban design including conceptual design, design development, master planning, and project management for a wide variety of streetscape, trail, park, and community planning projects. Her work ranges in types and scales, and she has a strong sense of conceptual design, detailing, and graphic design. Ms. Megits has exceptional skills in communicating design ideas and solutions through visually compelling drawings.

An Adjunct Assistant Professor at the University of Minnesota's College of Design, Ms. Megits also teaches graduate-level design courses in Advanced Rendering in Landscape Architecture and Making Landscape Spaces and Types.

### AREAS OF EXPERTISE

- Streetscape Design
- Urban Design and Planning
- Trail Planning and Design
- Park and Recreation Design
- Community Design/Town Center Planning
- Site Analysis
- Conceptual and Detail Design

### EDUCATION

M.L.A., University of Minnesota, 2009

B.E.D., University of Minnesota, 2007

### PROFESSIONAL AFFILIATION

American Society of Landscape Architects

### SELECT PROJECT EXPERIENCE

Since joining SRF, Ms. Megits has worked on the following projects:

- South Loop Streetscape Master Plan and Lindau Link Streetscape, Bloomington, Minnesota
- North Minneapolis Greenway, Minneapolis, Minnesota
- Lake Elmo Park Reserve Swim Pond Visioning Study, Washington County, Minnesota
- Washburn Fair Oaks Park Master Plan, Minneapolis, Minnesota
- Fairway Greens Park Master Plan, Plymouth, Minnesota
- Beltline Station Area Circulation and Access Study, St. Louis Park, Minnesota

Prior to joining SRF, Ms. Megits worked on the following projects:

- Minnesota's Network of Parks and Trails-Inventory and Framework, Minnesota
- County Trail System Design: Brown, Lyon, Redwood, and Renville Counties, Minnesota
- Minnesota River Valley Partners Project, Skalbekken County Park Vision and Implementation, Minnesota
- Minnesota River Valley Partners Project, Beaver Falls County Park Vision and Implementation, Minnesota
- Birch Grove Community School Master Plan, Tofte, Minnesota

## Jeff Schoenbauer

*Schoenbauer Consulting, Project Principal*



Jeff Schoenbauer is cofounder of Schoenbauer Consulting, LLC., a firm he cofounded in 2008 to focus on specific types of public projects, ranging from comprehensive local and regional park, open space and trail system plans to developing plans for major regional and local park and trail initiatives. Jeff has a particular passion for campground

and trail-related projects, where his professional and personal interests intersect and shape his belief that quality facilities are essential to quality experiences and encouraging people to more highly value their time spent in nature-based regional and state parks.

Prior to establishing his own firm, Jeff was Senior Principal with Brauer & Associates, Ltd., where he worked for nearly 28 years in the same area of specialization.

With a career spanning nearly 33 years, Jeff has extensive experience with managing controversial and complex public projects, with a capacity for working with diverse personalities and resolving conflicts through a consensus building approach. Jeff has also gained a reputation as an innovator – always looking for new possibilities and striving for ways to maximize the value of public projects.

### REGISTRATION

Landscape Architect: Minnesota #19288

### REGIONAL-LEVEL MASTER PLANNING EXPERIENCE

Jeff Schoenbauer was the lead planner on a multitude of regional-level park and trail master plans for virtually all of the regional park agencies in the Minneapolis-St. Paul region. The following list highlights a cross-section of these parks.

**These parks and park reserves ranged from 200 to over 2,500 acres and included an extensive public process.**

- Cottage Grove Ravine Regional Park Master Plan, Washington County, Minnesota
- Quarry Park Master Plan, Stearns County, Minnesota
- Lebanon Hills Regional Park Master Plan, Dakota County, Minnesota
- Bunker Hills Regional Park Master Plan, Anoka County, Minnesota
- Spring Lake Park Reserve Master Plan, Dakota County, Minnesota
- Lake Waconia Regional Park Master Plan, Carver County, Minnesota
- Lake Minnewashta Regional Park Master Plan, Carver County, Minnesota
- Spring Lake Regional Park Master Plan, Scott County, Minnesota
- St. Croix Bluffs Regional Park Master Plan, Washington County, Minnesota
- Rice Creek Chain of Lakes Regional Park Reserve Master Plan, Anoka County, Minnesota
- St. Croix Valley Regional Trail Master Plan, Washington County, Minnesota
- Lake Links Trail System Master Plan, Washington/Ramsey Counties, Minnesota

### ADDITIONAL EXPERIENCE

Jeff brings a unique base of knowledge about what it takes to create a compelling park experience and understands the amenities that park visitors inherently seek out.

- Field observation and research – involving hundreds of different campgrounds from Florida to the Yukon Territory of Canada and Alaska
- Acting as Owner's Representative – with full responsibilities for project success during construction, including project management, field design, and construction management responsibilities
- Principal author of MN DNR's Trail Planning, Design, and Development Guidelines – and nationally recognized trail planning and design expert – routinely presenting on the subject across the country
- Principal and lead planner on a variety of local and regional-level parks, open space, and trail system plans
- Author/coauthor of national publications –including the National Park, Recreation, Open Space, and Greenway Guidelines (NRPA) and Urban Planning and Design Standards Guidelines for Park and Trail System Planning (APA)
- Lead campground designer – for campgrounds in Finland State Forest, Split Rock Lighthouse State Park, Lebanon Hills Regional Park, and two phases of Bunker Hills Regional Park (Anoka County). He has also been involved in master plans for a variety of camping facilities in various regional parks

## Kathy Schoenbauer

Schoenbauer Consulting



Kathy Schoenbauer is President and Co-founder of Schoenbauer Consulting, LLC, where she brings nearly 30 years experience in business and public sector work to the company's clientele.

### AREAS OF EXPERTISE

Kathy's consulting work includes the following services:

- Project planning and management
- Research projects – including project design, data gathering, analysis and action planning facilitation for surveys, focus groups, and secondary research
- Designing and implementing community outreach programs
- Group facilitation
- Project administration – design through construction

### EDUCATION

M.B.A., University of St. Thomas, Saint Paul, MN, 1990

B.S., Recreation Administration, University of Minnesota, Minneapolis, MN, 1982

### SELECT EXPERIENCE & QUALIFICATIONS

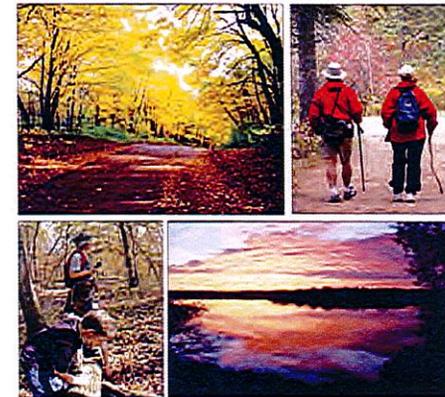
Highlights of Kathy's qualifications include:

- **Experienced research facilitator, coach, trainer and curriculum designer** – work includes moderating focus groups for a MN DNR research initiative; implementing a community outreach program for Minneapolis Park and Recreation Board; and conducting a series of “Redefining the Development process” workshops under a Bush Foundation grant and Government Training Services workshop series
- **Project manager for the LCMR-funded Best Practices for Parks and Outdoor Recreation project (2005 – 2007)** – which was cosponsored by Minnesota Recreation and Park Association and MN Department of Natural Resources
- **Campground/camper trends research** – most recently associated with profiling the different type of campers to be accommodated, along with their preferences; in 2009, Kathy collaborated with a client on surveying campers using regional campground facilities to determine preferences, experiences being sought, and design features of importance

As with Jeff, Kathy augments her professional research experience with extensive observation of the use of parks and campgrounds across North America. In concert with Jeff, Kathy is organizing research findings and independently developing a set of design guidelines for public campgrounds.

#### 2007 Minnesota State Parks Research Report

Focus Group Study, Minnesota State Park Visitor Survey, and Household Survey of Minnesota Nature-based and State Park Recreation



Minnesota Department of Natural Resources  
Division of Parks and Recreation  
Office of Management and Budget Services

University of Minnesota – Twin Cities  
Department of Forest Resources

August 2008



## Janet Bernu

### *Two by Four Forestry, Certified Forester*

A full-service forest and land management company, Ms. Bernu established Two by Forestry in June 1981. She acquired real estate and land appraisal knowledge, skills and license in 1993, working as a licensed appraiser from 1993 to 1997. Ms. Bernu attends periodic continuing education courses to maintain current up-to-date knowledge and Society of American Foresters Certified Forester.

As a consultant to private and public landowners, services performed include, but are not limited to, land, timber, and wildlife management planning; timber sale, timber stand improvement, and tree planting administration and coordination; general timber sale boundary establishment; aerial and ground photography; aerial photo interpretation; regeneration inventories; and general timber and timber damage appraisals.

Ms. Bernu's other related natural resource experience includes MN Pollution Control Agency – divisions of air, water quality & solid waste from 1987-1990.

### REGISTRATION

Society of American Foresters (SAF) Certified Forester (CF); ID #2568

### EDUCATION

B.S.. Forest Resource Management and Urban Forest Management, U of Minnesota- College of Forestry, St. Paul, MN, 1980

Land and Real Estate Appraisal courses taken in March 1993 from ProSource in Minneapolis, MN and was a Licensed Real Estate Appraiser from 1993 to 1997

Yearly continuing education

### PROFESSIONAL AFFILIATION

MN Association of Consulting Foresters member

MN Woodland Stewardship Plan/SFIA/2C qualified plan preparer; ID #1082

American Forest Foundation-Tree Farm System qualified Tree Farm inspector; ID #58620

MN Forestry Association member; ID #62

### SELECT EXPERIENCE & PARTIAL CLIENT LIST

- Minnesota (MN) Department of Natural Resources-Forestry Offices in Cambridge, Cloquet, Duluth, Eveleth, Finland, Hibbing, Moose Lake, Mora, Preston, St. Cloud, Tower, Two Harbors, & Zimmerman;
- Carlton, North, & South St. Louis County Soil & Water Conservation Districts
- Pine County Land Department; City of Duluth
- US Fish & Wildlife Service-Sherburne National Wildlife Refuge
- Potlatch Corporation
- International Paper Company
- Itasca Greenhouse
- University of Minnesota - College of Natural Resources
- Society of American Foresters
- American Forest Foundation-Tree Farm System

- Enbridge Energy Company, Inc. & Affiliates
- ProSource Technologies, Inc., Sugarloaf: The North Shore Stewardship Association
- Numerous in-state & out-of-state/absentee private landowners and land developers.

## SCOPE OF WORK

### Project Understanding

The development of this master plan for Hartley Park and the Woodland Recreation Area should strive to integrate all activities and programming associated with the Nature Center, Hartley Field, and School District property to create a more comprehensive open space system plan for the area. Adjacent property owners and trail system user groups should also be an integral part of the master planning process so the highest and best use of land resources can be realized for both recreation and protection of natural resource areas. The following focus areas will help determine the highest and best use outcomes for the master plan.

### Park Activities and Programming

A thorough understanding of existing and future planned park activities and programming should be undertaken to identify conflicts and compatibilities between park user groups and natural resource areas. Since the Nature Center is an integral part of the overall park, existing and proposed programming should be evaluated to determine how it can be integrated with existing trail circulation, natural resource interpretation, and existing road circulation and parking areas.

### Trail Circulation and Wayfinding

Since there is a wide variety of trail uses designated for hiking, mountain biking, and cross country skiing, efforts should be made to study how all the trail systems are currently aligned and function for user groups and how some realignments can be made to improve their durability and reduce long-term maintenance. The existing trail system should also be evaluated for accommodating all skill levels and abilities including physically challenged trail users. With the presence of many trail intersections throughout the park, efforts should be made to improve trail wayfinding in the park, and potentially eliminating some spur trails to simplify trail loop circulation.

### Vegetation and Wildlife Habitat Management

The park has a variety of natural resource environments for visitors to explore along the existing trail systems. Efforts should be made to identify the most sensitive vegetation, water, and wildlife habitat areas within the park and provide recommendations for protecting these areas. The existing pine plantation within the park also should be evaluated for how it can be managed as an integral part of the park. The continued threat of invasive plant material and pests should also be evaluated for short-term and long-term impacts on the park and proactive approaches developed to manage them as part of the overall vegetation management plan.



*There is a wide variety of trail uses designated for hiking, mountain biking, and cross country skiing, and efforts should be made to study how all the trail systems are currently aligned. Certain realignments can be made to improve durability and reduce long-term maintenance.*

## Project Approach

The following overview is a concise summary of our approach to meet the project schedule and the anticipated completion of the master plan by the end of September 2013.

### Task 1 - Project Start-Up - Assemble Base Mapping/Review Background Information

SRF will initiate a project kick-off meeting that will provide the opportunity for all team members to become acquainted with the park master plan objectives, the project schedule, and affirm both communication and coordination protocol. We anticipate this meeting will occur in mid-March.

#### CLIENT RESPONSIBILITIES

- Provide available electronic park base map information

#### CONSULTANT DELIVERABLES

- Conduct site visit to evaluate existing site, trail, and facility conditions



### Task 2 - Complete Park Site and Facility Inventory and Analysis

SRF will prepare a graphic summary of the initial site inventory and analysis and generate a preliminary list of site issues, opportunities, and constraints for the park to be reviewed by city staff and stakeholder groups.

#### CLIENT RESPONSIBILITIES

- Provide review and comment on park site inventory, issues, opportunities and constraints to be addressed as part of the master planning process

#### CONSULTANT DELIVERABLES

- Park site inventory analysis and site opportunities and constraints graphic

### Task 3 - Establish Park Development Program

Through solicitation and feedback from City staff and stakeholder groups, existing park programming activities will be assessed as well as plans for introducing new program activities to the park.

#### CLIENT RESPONSIBILITIES

- Provide review and comment on park development program

#### CONSULTANT DELIVERABLES

- Provide summary of desired park programming to guide the development of master plan concepts

### Task 4 - Develop Park Master Plan Concept Alternatives

After confirming a development program for the park, two to three concept alternatives will be explored for site and trail improvements to be made in the park for review and comment by City staff and stakeholder groups.

#### CLIENT RESPONSIBILITIES

- Provide review and comment on park master plan concept alternatives

#### CONSULTANT DELIVERABLES

- Master plan concept graphics and associated narrative

### Task 5 - Develop Preferred Park Master Plan

After receiving review and comment in master plan concepts, a preferred master plan will be prepared and additional detail added to the plan for identifying proposed site and trail improvements for the park.

#### CLIENT RESPONSIBILITIES

- Provide review and comment on preferred park master plan

#### CONSULTANT DELIVERABLES

- Prepare preferred master plan graphic and associated narrative

## Task 6 - Complete Vegetation Management Plan

After identifying proposed site and trail improvements to be made in the park, SRF will complete a vegetation management plan, providing an overview of the 640 acre parcel, including a general field inventory of the major existing plant species and individual forest cover types on the property. The plan will also include a summary of desired landowner goals, forest type descriptions including acreage, major plant species, general stocking levels and volumes (not accurate for a timber sale), and evaluation of the existing pine plantation along with some general management recommendations.

### CLIENT RESPONSIBILITIES

- Review and comment on vegetation management plan

### CONSULTANT DELIVERABLES

- Text narrative and associated graphics

## Task 7 – Prepare Cost Estimate and Phasing Implementation Plan

After completing a preferred master plan, a preliminary cost estimate and phasing plan will be prepared for proposed site and trail improvements as well as management of natural resources within the park. Funding sources and strategies will also be explored for financing improvements and management of the parks natural resources.

### CLIENT RESPONSIBILITIES

- Review and comment on vegetation management plan

### CONSULTANT DELIVERABLES

- Prepare cost estimate
- Identify potential funding sources for financing improvements and management needs for the park

## Task 8 – Meetings

SRF has included three City staff and three stakeholder meetings to be scheduled on the same day during the master planning process. The first meeting will focus on discussing site inventory analysis and park programming, the second meeting on discussion of park master plan concepts, and a third meeting for discussing the preferred park master plan, vegetation management plan, and cost estimate. A general public open house and meetings with the Tree Commission and Parks and Recreation Commission are also included. **One-on-one interviews with individual stakeholder groups can also be conducted as an optional service.**

### CLIENT RESPONSIBILITIES

- Arrange for meeting space and provide stakeholder meeting notices

### CONSULTANT DELIVERABLES

- Facilitate meeting discussion with City staff and stakeholder groups

*Principal Ken Grieshaber has extensive experience facilitating interaction with stakeholder groups.*





# COST OF SERVICES

Please refer to the following for a more detailed level of effort breakdown for each work task.

CLIENT: CITY OF DULUTH

CONSULTANT:  
SUBCONSULTANT:SRF CONSULTING GROUP, INC.  
SCHOENBAUER CONSULTING  
TWO BY FOUR FORESTRYPROJECT: HARTLEY PARK AND WOODLAND RECREATION AREA  
MASTER PLAN

<u>TASK NO.</u>	<u>WORK TASK DESCRIPTION</u>	<u>PRINCIPAL</u>	<u>SR. ASSOC.</u>	<u>ASSOCIATE</u>	<u>TECH.</u>	<u>Schoenbauer</u>	<u>2 x 4 Forestry</u>	<u>TOTALS</u>	<u>ESTIMATED FEE</u>
1.0	<b>PROJECT START UP - KICK OFF</b>								
1.1	Assemble basemapping.	0	0	0	8	0	4	12	
1.2	Review park background information	1	1	4	0	0	0	6	
1.3	Complete site visit	10	0	0	0	10	8	28	
	<b>SUBTOTAL - TASK 1</b>	<b>11</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>10</b>	<b>12</b>	<b>46</b>	<b>\$4,973</b>
2.0	<b>COMPLETE PARK SITE AND FACILITY INVENTORY AND ANALYSIS</b>								
2.1	Provide assessment of existing park facilities, trail circulation, water and vegetation resources	2	4	8	0	8	8	30	
2.2	Identify preliminary park site opportunities and constraints	2	4	8	0	4	0	18	
	<b>SUBTOTAL - TASK 2</b>	<b>4</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>8</b>	<b>8</b>	<b>48</b>	<b>\$4,448</b>
3.0	<b>ESTABLISH PARK DEVELOPMENT PROGRAM</b>								
3.1	evaluate existing and proposed Nature Center programming	0	0	0	8	0	0	8	
3.2	evaluate trail user group needs and amenities	1	0	4	0	8	0	13	
	<b>SUBTOTAL - TASK 3</b>	<b>1</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>21</b>	<b>\$2,198</b>
4.0	<b>DEVELOP PARK MASTER PLAN CONCEPT ALTERNATIVES</b>								
4.1	prepare 2-3 master plan development concepts addressing roadway and trail circulation, parking, wayfinding and interpretation, neighborhood access, historical features, and Nature Center amenities	4	16	24	40	16	0	100	
	<b>SUBTOTAL - TASK 4</b>	<b>4</b>	<b>16</b>	<b>24</b>	<b>40</b>	<b>16</b>	<b>0</b>	<b>100</b>	<b>\$9,600</b>

CLIENT: CITY OF DULUTH

CONSULTANT:  
SUBCONSULTANT:SRF CONSULTING GROUP, INC.  
SCHOENBAUER CONSULTING  
TWO BY FOUR FORESTRYPROJECT: HARTLEY PARK AND WOODLAND RECREATION AREA  
MASTER PLAN

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR_ASSOC.	ASSOCIATE	TECH.	Schoenbauer	2 x 4 Forestry	TOTALS	ESTIMATED FEE
<b>5.0</b>	<b>DEVELOP PREFERRED PARK MASTER PLAN</b>								
5.1	prepare a preferred park master plan with additional details and text narrative descriptions	4	16	40	60	16	0	136	
	<b>SUBTOTAL - TASK 5</b>	<b>4</b>	<b>16</b>	<b>40</b>	<b>60</b>	<b>16</b>	<b>0</b>	<b>136</b>	<b>\$12,664</b>
<b>6.0</b>	<b>COMPLETE VEGETATION MANAGEMENT PLAN</b>								
6.1	Establish park vegetation management goals	2	0	4	0	0	4	0	
6.2	Identify forest cover types, provide descriptions, and provide general vegetation management recommendations	0	0	8	0	0	32	40	
	<b>SUBTOTAL - TASK 6</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>36</b>	<b>40</b>	<b>\$4,240</b>
<b>7.0</b>	<b>PREPARE COST ESTIMATE AND PHASING PLAN</b>								
7.1	Prioritize park site, trail, and natural resource improvements for implementation	4	0	0	0	4	0	8	
7.2	Identify funding opportunities for implementing park improvements	2	0	0	0	4	0	6	
	<b>SUBTOTAL - TASK 7</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>	<b>14</b>	<b>\$1,396</b>
<b>8.0</b>	<b>MEETINGS</b>								
8.1	Attend three (3) City Staff and Stakeholder meetings	30	0	0	0	10	4	0	
8.2	Attend one (1) Tree Commission meeting	4	0	0	0	0	4	8	
8.3	Attend one (1) Park and Recreation Commission meeting	4	0	0	0	4	0	8	
8.4	Attend one (1) Public Open House meeting	4	0	0	0	0	0	4	
	<b>SUBTOTAL - TASK 8</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>8</b>	<b>20</b>	<b>\$8,592</b>

CLIENT: CITY OF DULUTH  
 PROJECT: HARTLEY PARK AND WOODLAND RECREATION AREA  
 MASTER PLAN

CONSULTANT: SRF CONSULTING GROUP, INC.  
 SUBCONSULTANT: SCHOENBAUER CONSULTING  
 TWO BY FOUR FORESTRY

TASK NO.	WORK TASK DESCRIPTION	PRINCIPAL	SR. ASSOC.	ASSOCIATE	TECH.	Schoenbauer	2 x 4 Forestry	TOTALS	ESTIMATED FEE
	TOTAL ESTIMATED PERSON-HOURS	74	41	100	116	76	64	471	
	AVERAGE HOURLY BILLING RATES	\$146	\$95	\$89	\$82	\$130	\$80		
	ESTIMATED LABOR AND OVERHEAD	\$10,804	\$3,895	\$8,900	\$9,512	\$9,880	\$5,120		\$48,111
	ESTIMATED DIRECT NON-SALARY EXPENSES								\$1,827
	<b>TOTAL ESTIMATED FEE</b>								<b>\$49,938</b> =====
	ESTIMATE OF DIRECT NON-SALARY EXPENSES:								
	MILEAGE:			2880	Miles @	0.565			\$1,627
	REPRODUCTION:	Personal Vehicles							\$0
		Mail, Express, Etc.							\$200
		Copy Duplication							
	ESTIMATED DIRECT NON-SALARY EXPENSES								\$1,827 =====
	OPTIONAL SERVICES								
	Conduct one on one stakeholder interviews (4-6 interviews)								\$800-\$1,000

# PROPOSED SCHEDULE & MEETINGS



**AGREEMENT FOR PROFESSIONAL SERVICES  
BY AND BETWEEN  
SRF CONSULTING GROUP, INC AND  
CITY OF DULUTH**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (the "Effective Date"), by and between the CITY OF DULUTH, a municipal corporation, hereinafter referred to as City, and SRF Consulting Group, Inc. located at One Carlson Parkway North, Suite 150, Minneapolis, MN, 55447-4443 a corporation under the laws of Minnesota, hereinafter referred to as Consultant for the purpose of rendering services to the City.

WHEREAS, the City has requested assistance in preparing a Mini Master Plan for Hartley Park and Woodland Recreation Area Mini-Master Plan (RFP #13-02DS) (the "Project");

WHEREAS, Consultant submitted a Response to the City's request for assistance with the Project (the "Proposal");

WHEREAS, Consultant has represented itself as qualified and willing to perform the services required by the City and as outlined in Consultant's Proposal;

WHEREAS, based on the Proposal the City has selected Consultant's professional services for the Project;

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

I. Services

Consultant will provide the following services described in more detail in Consultant's Proposal dated March 1, 2013 attached hereto as Exhibit A (the "Services"). Consultant agrees that it will provide its services at the direction of the City's Manager of Parks and Recreation ("Manager"). In the event of any conflict between the terms and conditions of this Agreement and those contained in Exhibit A, the terms and conditions of this Agreement shall be deemed to be controlling:

II. Fees.

It is agreed between the parties that Consultant's maximum fee for the Project shall not exceed the sum of Fifty Thousand and 00/100th dollars (\$50,000.00) inclusive of all travel and other expenses associated with the Project, payable from Parks Fund 205, Department/Agency 130 (Community Resources), Organization 1220 (Parks Capital), Object 5530 (Improvements Other Than Buildings), Project CM205-mstrpl. All invoices for services rendered shall be submitted monthly to the attention of Kathy Bergen, Parks Manager. The invoices shall include a detailed breakdown of the services provided. Payment of expenses is subject to the City's T&E reimbursement policy and receipt of reasonable documentation supporting such expenses.

III. General Terms and Conditions.

1. Amendments. Any alterations, variations, modifications or waivers of terms of this

Agreement shall be binding upon the City and Consultant only upon being reduced to writing and signed by a duly authorized representative of each party.

2. Assignment. Consultant represents that it will utilize only its own personnel in the performance of the services set forth herein; and further agrees that it will neither assign, transfer or subcontract any rights or obligations under this Agreement without prior written consent of the City. The Project Manager assigned to this project will be Ken Grieshaber (the "Project Manager"). The Project Manager shall be responsible for the delivery of professional services required by this Agreement and, except as expressly agreed in writing by the City in its sole discretion, the City is not obligated to accept the services of any other employee or agent of Consultant in substitution of the Project Manager. The foregoing sentence shall not preclude other employees of Consultant as listed herein from providing support to the Project Manager in connection with Project Manager's obligations hereunder.
3. Data and Confidentiality, Records and Inspection.
  - a. The City agrees that it will make available all pertinent information, data and records under its control for Consultant to use in the performance of this Agreement, or to assist Consultant wherever possible to obtain such records, data and information.
  - b. All reports, data, information, documentation and material given to or prepared by Consultant pursuant to this Agreement will be confidential and will not be released by Consultant without prior authorization from the City.
  - c. Consultant agrees that all work created by Consultant for the City is a "work made for hire" ("Works and Documents") and that the City shall own all right, title, and interest in and to the work, including the entire copyright in the work ("City Property"). Consultant further agrees that to the extent the work is not a "work made for hire" Consultant will assign to City ownership of all right, title and interest in and to the work, including ownership of the entire copyright in the work. Consultant agrees to execute, at no cost to City, all documents necessary for City to perfect its ownership of the entire copyright in the work. If the Works and Documents created and paid for under this Agreement are engineering plans, specifications, or recommendations requiring the certification of a licenses professional engineer, the City acknowledges that such plans, specifications and recommendations have been created solely for the specific project covered by this Agreement and may not be suitable for reuse on other projects. There shall be no restriction on reuse of the Works and Documents created and paid for under this Agreement, but reuse without the written verification or adaptation by Consultant shall be done at the City's sole risk and without liability to Consultant.

Consultant represents and warrants that the work created or prepared by Consultant will be original and will not infringe upon the rights of any third party, and Consultant further represents that the work will not have been previously assigned, licensed or otherwise encumbered.

- d. Records shall be maintained by Consultant in accordance with requirements prescribed by the City and with respect to all matters covered by this Agreement. Such records shall be maintained for a period of six (6) years after receipt of final payment under this Agreement.
- e. Consultant will ensure that all costs shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, or other official documentation evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents pertaining in whole or in part to this Agreement shall be clearly identified and readily accessible.
- f. Consultant shall be responsible for furnishing to the City records, data and information as the City may require pertaining to matters covered by this Agreement.
- g. Consultant shall ensure that at any time during normal business hours and as often as the City may deem necessary, there shall be made available to the City for examination, all of its records with respect to all matters covered by this Agreement. Consultant will also permit the City to audit, examine, and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment, and other data relating to all matters covered by this Agreement.

4. Consultant Representation and Warranties.

Consultant represents and warrants that:

- a. Consultant and all personnel to be provided by it hereunder have sufficient training and experience to perform the duties set forth herein and are in good standing with all applicable licensing requirements.
- b. Consultant and all personnel provided by it hereunder shall perform their respective duties in a professional and diligent manner in the best interests of the City and in accordance with the then current generally accepted standards of the profession for the provisions of services of this type.
- c. Consultant has complied or will comply with all legal requirements applicable to it with respect to this Agreement. Consultant will observe all applicable laws,

regulations, ordinances and orders of the United States, State of Minnesota and agencies and political subdivisions thereof.

d. The execution and delivery of this Agreement and the consummation of the transactions herein contemplated do not and will not conflict with, or constitute a breach of or a default under, any agreement to which the Consultant is a party or by which it is bound, or result in the creation or imposition of any lien, charge or encumbrance of any nature upon any of the property or assets of the Consultant contrary to the terms of any instrument or agreement.

e. There is no litigation pending or to the best of the Consultant's knowledge threatened against the Consultant affecting its ability to carry out the terms of this Agreement or to carry out the terms and conditions of any other matter materially affecting the ability of the Consultant to perform its obligations hereunder.

f. The Consultant will not, without the prior written consent of the City, enter into any agreement or other commitment the performance of which would constitute a breach of any of the terms, conditions, provisions, representations, warranties and/or covenants contained in this Agreement.

5. Agreement Period.

The term of this Agreement shall commence on the Effective Date and performance shall be completed by December 31, 2013, unless terminated earlier as provided for herein.

The City may, by giving written notice, specifying the effective date thereof, terminate this Agreement in whole or in part without cause. In the event of termination, all property and finished or unfinished documents and other writings prepared by Consultant under this Agreement shall become the property of the City and Consultant shall promptly deliver the same to the City. Consultant shall be entitled to compensation for services properly performed by it to the date of termination of this Agreement. In the event of termination due to breach by Consultant, the City shall retain all other remedies available to it, and the City shall be relieved from payment of any fees in respect of the services of Consultant which gave rise to such breach. Except for City's failure to make payments resulting from Consultant's breach as provided for in the previous sentence, the Consultant shall have the right to stop performing services under this Agreement during any period when the City breaches its payment obligations, but only after giving thirty calendar days written notice to the City, specifying the default and stating the Consultant's intention to stop performing services.

6. Independent Contractor.

a. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties

hereto or as constituting Consultant as an agent, representative or employee of the City for any purpose or in any manner whatsoever. The parties do not intend to create any third party beneficiary of this Agreement. Consultant and its employees shall not be considered employees of the City, and any and all claims that may or might arise under the Worker's Compensation Act of the State of Minnesota on behalf of Consultant's employees while so engaged, and any and all claims whatsoever on behalf of Consultant's employees arising out of employment shall in no way be the responsibility of City. Except for compensation provided in Section II of this Agreement, Consultant's employees shall not be entitled to any compensation or rights or benefits of any kind whatsoever from City, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Unemployment Insurance, disability or severance pay and P.E.R.A. Further, City shall in no way be responsible to defend, indemnify or save harmless Consultant from liability or judgments arising out of Consultant's intentional or negligent acts or omissions of Consultant or its employees while performing the work specified by this Agreement.

b. The parties do not intend by this Agreement to create a joint venture or joint enterprise, and expressly waive any right to claim such status in any dispute arising out of this Agreement.

c. Subject to the limitations of Sections 466.01 to 466.15, Consultant expressly waives any right to claim any immunity only in accordance with applicable statute Minnesota Statutes Chapter 466 or pursuant to the official immunity doctrine.

7. Indemnity.

To the fullest extent permitted by law, Consultant shall indemnify and hold City, its employees, and officers, harmless against costs, liabilities, and damages, including reasonable attorneys' fees arising from this Agreement to the extent caused by Consultant's a) breach of this agreement or b) its negligence acts or omission or any entity for which the Consultant is legally liable. This Section shall survive the termination of this Agreement for any reason.

8. Insurance.

a. Consultant shall provide the following minimum amounts of insurance from insurance companies authorized to do business in the state of Minnesota.

(1) Workers' compensation insurance in accordance with the laws of the State of Minnesota.

(2) Public Liability and Automobile Liability Insurance with limits not less than **\$1,500,000** Single Limit, shall be in a company approved by the city of Duluth; and shall provide for the following: Liability for Premises, Operations, Completed Operations, and Contractual Liability.

- (3) Professional Liability Insurance in an amount not less than **\$1,500,000** per claim; provided further that in the event the professional malpractice insurance is in the form of claims made, insurance, 30 days notice prior to any cancellation shall be required; and in such event, Consultant agrees to provide the City with either evidence of new insurance coverage conforming to the provisions of this paragraph which will provide unbroken protection to the City, or, in the alternative, to purchase at its cost, extended coverage under the old policy for the period the state of repose runs; the protection to be provided by said claims made insurance shall remain in place until the running of the statute of repose for claims related to this Agreement.
  - (4) **City of Duluth shall be named as Additional Insured** under the Public Liability and Automobile Liability, or as an alternate, Consultant may provide Owners-Contractors Protective policy, naming himself and City of Duluth. Consultant shall also provide evidence of Statutory Minnesota Workers' Compensation Insurance. Consultant to provide Certificate of Insurance evidencing such coverage with 30-days notice of cancellation, and 10 day's for non- payment . The City of Duluth does not represent or guarantee that these types or limits of coverage are adequate to protect the Consultant's interests and liabilities.
  - (5) If a certificate of insurance is provided, the form of the certificate shall contain an unconditional requirement that the insurer notify the City without fail not less than 30 days prior to any cancellation, or non-renewal of the policy or coverages evidenced by said certificate and shall further provide that failure to give such notice to City will render any such change or changes in said policy or coverages ineffective as against the City.
  - (6) **The use of an Accord form as a certificate of insurance shall be accompanied by two forms – 1) ISO Additional Insured Endorsement (CG-2010 pre-2004) and 2) Notice of Cancellation Endorsement (IL 7002) or equivalent, as approved by the Duluth City Attorney's Office.**
- b. The insurance required herein shall be maintained in full force and effect during the life of this Agreement and shall protect Consultant, and its employees, from claims and damages including but not limited to personal injury and death and any negligent act or failure to act by Consultant, its employees, in the negligent performance of work covered by this Agreement.

- c. Certificates showing that Consultant is carrying the above described insurance in the specified amounts shall be furnished to the City prior to the execution of this Agreement and a certificate showing continued maintenance of such insurance shall be on file with the City during the term of this Agreement.

9. Notices

Unless otherwise expressly provided herein, any notice or other communication required or given shall be in writing and shall be effective for any purpose if served, with delivery or postage costs prepaid, by nationally recognized commercial overnight delivery service or by registered or certified mail, return receipt requested, to the following addresses:

**City:** City of Duluth  
411 W. 1<sup>st</sup> Street  
Duluth, MN 55802  
Attn: Parks Manager.

**Consultant** SRF Consulting Group, Inc.  
One Carlson Parkway North  
Suite 150  
Minneapolis, MN 55447  
Attn: Ken Grieshaber

10. Civil Rights Assurances

Consultant, as part of the consideration under this Agreement, does hereby covenant and agree that:

- a. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, sex, marital status, status with respect to public assistance, sexual orientation, and/or disability shall be excluded from any participation in, denied any benefits of, or otherwise subjected to discrimination with regard to the work to be done pursuant to this Agreement.
- b. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code, and any regulations and executive orders which may be affected with regard thereto.

11. Laws, Rules and Regulations.

Consultant agrees to observe and comply with all applicable laws, ordinances, rules and regulations of the United States of America, the State of Minnesota and the City with respect to their respective agencies which are applicable to its activities under this

Agreement.

12. Applicable Law.

This Agreement, together with all of its paragraphs, terms and provisions is made in the state of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

13. Force Majeure.

Neither party shall be liable for any failure of or delay in performance of its obligations under his Agreement to the extent such failure or delay is due to circumstances beyond its reasonable control, including, without limitation, acts of God, acts of a public enemy, fires, floods, wars, civil disturbances, sabotage, accidents, insurrections, blockades, embargoes, storms, explosions, labor disputes, acts of any governmental body (whether civil or military, foreign or domestic), failure or delay of third parties or governmental bodies from whom a party is obtaining or must obtain approvals, franchises or permits, or inability to obtain labor, materials, equipment, or transportation. Any such delays shall not be a breach of or failure to perform this Agreement or any part thereof and the date on which the party's obligations hereunder are due to be fulfilled shall be extended for a period equal to the time lost as a result of such delays.

14. Severability

In the event any provision herein shall be deemed invalid or unenforceable, the remaining provision shall continue in full force and effect and shall be binding upon the parties to this Agreement.

15. Entire Agreement

It is understood and agreed that the entire agreement of the parties including all exhibits is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. Any amendment to this Agreement shall be in writing and shall be executed by the same parties who executed the original agreement or their successors in office.

16. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed to be an original as against any party whose signature appears thereon, but all of which together shall constitute but one and the same instrument. Signatures to this Agreement transmitted by facsimile, by electronic mail in "portable document format" (".pdf"), or by any other electronic means which preserves the original graphic and pictorial appearance of the Agreement, shall have the same effect as physical delivery of the paper document bearing the original signature.

**SIGNATURES APPEAR ON THE FOLLOWING PAGE**

**EXHIBIT A**  
**PROPOSAL**