RECREATION, LIBRARIES & AUTHORITIES COMMITTEE

14-0208R

RESOLUTION AUTHORIZING AN AMENDMENT AGREEMENT C21589 WITH SAS & ASSOCIATES, FOR ADDITIONAL SERVICES IN DEVELOPING A MASTER PLAN FOR CITY PARKS, AN INCREASE OF $9,740, AND TOTAL CONTRACT AMOUNT NOT TO EXCEED $55,240.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to amend Agreement C21589 with SAS Associates, substantially in the form of that on file in the office of the city clerk as Public Document No._____, for professional services in the development of master plans for city parks. The amended agreement will add additional duties for Chester Bowl Park and Lower Chester Recreation Area and increase the fee by $9,740.00, and a total contract amount not to exceed $55,240, payable from Parks Fund 205, Community Resources 130, Parks Capital 1220, Improvements Other than Buildings 5530, Project CM205-mstrpl.

Approved:

Department Director

Purchasing Agent

Approved for presentation to council:

Chief Administrative Officer

Approved as to form:

Attorney

Approved:

Auditor

P&R/PRCH DS:le 05/02/2014

STATEMENT OF PURPOSE: This resolution authorizes an amendment to consultant Agreement C21589 with SAS & Associates in the development of master plans for city parks. The amendment adds additional duties for Chester Bowl Park and Lower Chester Recreation Area and increases the fee by $9,740.

The flooding and the demand for additional public meetings have created work outside the original scope for the Chester Bowl Park plan. The change in site needs requires a revision in the Lower Chester Recreation Area plan.

Requisition 12-0226-1

AMENDMENT TO AGREEMENT C21589

BETWEEN

THE CITY OF DULUTH

AND

SAS ASSOCIATES

The Agreement C21589 ("Agreement") between the City of Duluth ("City") and SAS & Associates, in preparing a Master Plan for each of four City parks – Lower Chester, Brighton Beach, Chester Bowl, and Washington Square (the "Project) is amended as set forth below. Capitalized terms used in this Amendment but not defined herein shall have the meanings ascribed to them in the Agreement.

WHEREAS, the City and SAS & Associates entered into an agreement on or about April 12, 2012, ("Agreement") under which the parties agreed to certain terms and conditions in providing these professional services; and

WHEREAS, the City has requested additional professional services for the Lower Chester Recreation Area and Chester Bowl Park Master Plans. The additional services are required because:

(a) Lower Chester Recreation Area Master Plan – The change in site needs requires a revision in the Master Plan; and

(b) Chester Bowl Park Master Plan – the flooding of the park as well as additional meetings have created work outside the original scope.

WHEREAS, the City and SAS Associates, wish to amend the Agreement to accommodate the additional services requested by City as set forth herein.

NOW, THEREFORE, in consideration of the mutual benefits contained herein, the parties agree as follows:

1. Services to be Performed

Consultant will provide the services provided in its proposal dated February 28, 2014, for Lower Chester Recreation Area Master Plan, and April 2, 2014, for Chester Bowl Park Master Plan, and attached hereto as Exhibit A.

2. Fees

It is agreed between the parties that Consultant's services for the term of this Agreement shall not exceed $9,740.00, payable from Parks Fund 205, Dept. /Agency 205 (Community Resources), Div. 1220 (Parks Capital), Obj. 5530 (Improvements Other than Buildings), Project CM205-Mstrpl. All bills for services rendered shall be submitted monthly to the City's Public Administration Department. Compensation shall be paid as set forth in Exhibit A.

3. Notifications

Unless otherwise provided herein, notice to the City or SAS Associates, shall be sufficient if sent by regular United States mail, postage prepaid, addressed to the parties at the addresses hereinafter set forth or to such other respective persons or addresses as the parties may designate to each other in writing from time to time.

City of Duluth Director, Public Administration City Hall, Room 322 411 West First Street Duluth, MN 55802	SAS & Associates Attn: Luke W Sydow, ASLA 605 Board of Trade Building 301 W 1st Street Duluth, MN 55802

5. Except as specifically amended pursuant to this Amendment, the Agreement remains in full force and effect. In the event of a conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment shall govern.

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

CITY OF DULUTH

By:_____
Mayor

Attest: _____
City Clerk

Countersigned:

By: _____
City Auditor

Approved as to form:

By: _____
City Attorney

SAS & ASSOCIATES

By: _____

Its _____

EXHIBIT A

S+ASSOCIATES
605 Board of Trade Bldg. Duluth MN 55802 | phone 218.391.1335 | fax 218.722.6697 | email mail@saslandarch.com

DATE: February 28, 2014

TO: Kathy Bergen
City of Duluth
Parks & Recreation
100 City Hall
Duluth, MN. 55802

FROM: Luke Sydow
SAS+Associates

RE: Lower Chester Recreation Area Master Plan - UPDATE

Kathy,

We appreciate the opportunity continue working on this project, working with the City of Duluth is a pleasure and we hope to be of assistance. SAS+Associates (SAS) has been working in the Northland for over 10 years and has visited the sites many times. This community experience and knowledge of the site makes SAS+Associates a logical choice. We could start working on this project immediately. Please call with any questions regarding this proposal. Our proposal is as follows:

LOWER CHESTER MASTER PLAN - UPDATE:

Project Status:
With the sites needs changing a revision of the Master Plan is warranted. SAS+Associates is happy to continue working with the community and City through this process. The update plan process being proposed is very similar to the original process with a few items streamlined due to experience on the site and experience in the community. Starting with the outdated Master Plan and working with the Lower Chester Park neighborhood community, SAS+Associates will work to update the plans and continue with the process through adoption of the Master Plan – Update.

Master Planning Design Plan - UPDATE

Working with the community SAS will create a community based Master Plan Update for the project area. Our scope of work includes:

- **Input Collection (mostly completed)**: Working with you, neighborhood groups and the other design team members; gathering input on aspects such as proposed use changes and future park uses, trail connection to Chester Creek, site elements, storm water elements, materials, landscaping, lighting, site design, grading, new playground location, new building location study etc. This input could be completed though various methods varying from "private polling" to group exercises to gather community input, prioritize input and build consensus.
    - **Site Visit / Mtg. #1** on site work day with user groups, City, neighbors etc. with a presentation near the end of the day. This allows for greater flexibility of input.

- Working with Committee and community input to design preliminary Master Plan Update showing potential elements which may include -
    - New building location
    - Rink Layouts
    - Parking potentials
    - Site Elements
    - Stormwater treatment areas
    - Chester Skyline trailhead

Site +Urban Design
Landscape
Architecture

S+ASSOCIATES
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- Play equipment location
- Storage building
- Turf areas and use
- Pedestrian circulation and connection improvements
- Signage improvements for City entry locations and wayfinding
- Etc.

- Plans shall be (24" x 36" at 1" = 30') for the areas defined in the pre proposal meeting. We will include preliminary notes on minimum sizes, finishes and materials and lighting approach (we assume a lighting concept plan is not required at this phase).

- Colored Preliminary Master Plan for presentation to the Community, design team and various regulatory agencies.
  - **Site Visit / Mtg. #2** Preliminary Master Plan – Update Community Presentation (Receive Comments)

- The *Master Plan Phase* includes one round of revisions to the plans and re-submittal to the group and agencies for final plan review selection and approval. (We assume a revised rendered site plan will not be required for a re-submittal).
  - **Site Visit / Mtg. #3** Preliminary Master Plan Update Presentation – Parks Commission Mtg. #1
  - **Site Visit / Mtg. #4** Final Master Plan Update Presentation – Parks Commission Mtg. #2

Additional revisions for review or submittal to other agencies could be done as an additional service.

LOWER CHESTER MASTER PLAN - UPDATE:

LOWER CHESTER												
SCHEDULE	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	13-Jan
A. Project Start-Up / Review of Existing Data												
-Site Visit #1		*										
B. Master Plan Design Phase												
-Site Visit #2			*									
C. Finalize Master Plan Phase												
-Site Visit #3				*								
-Site Visit #4					*							

COSTS:

Professional Fees for Master Planning–LOWER CHESTER - UPDATE

Fee for Master Planning Phase (excludes survey) $3,000

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BASE fee total for Professional Services	**$ 3,000**
HOURLY ESTIMATED (IF NEEDED)	
Approximate Fee for Civil	$ TBD
Approximate Fee for Survey	$ TBD
Approximate Fee for Lighting	$ TBD
Approximate Fee for Structural	$ TBD
ESTIMATED fee total for possible Services	$ TBD

I will serve as SAS+Associates's project manager for this work.

We have attempted to describe all tasks and products in this scope of work so there is a clear expectation of SAS+Associates' products and responsibilities. We are ready to proceed with work as soon as authorized.

SAS+ASSOCIATES

Luke W. Sydow, ASLA
Owner

S+ASSOCIATES
605 Board of Trade Bldg. Duluth MN 55802 | phone 218.391.1335 | fax 218.722.6697 | email mail@saslandarch.com

DATE: April 2, 2014

TO: Kathy Bergen
City of Duluth, Parks & Recreation
100 City Hall
Duluth, MN. 55802

FROM: Luke Sydow
SAS+Associates

RE: Chester Bowl Park – Additional Services

Kathy,

Thanks for the opportunity to propose on the additional services. As you know the flooding of the park as well as the additional meetings required have created additional unforeseen project challenges. SAS+Associates (SAS) has and will continue to complete this and all future projects in the proposed budget and original project scope. However, the flooding and the demand for additional public meetings have created work outside the original scope.

SAS will not ask for additional funds for the additional community meetings as obtaining consensus is part of the original scope.

CHESTER MASTER PLAN – Scope revisions:

Flooding Related Plans and Meeting Requirements:
With the master plan process changed due to the flooding SAS+Associates has prepared for and attended two additional community meetings, prepared presentation documents and participated in a number additional design team meetings due to the flooding.

Basis hours completed - 43

Additional Meeting Requirements:
Original scope included 9 public/user group meetings. SAS participated in 6 additional meetings to project and to gather additional public comments. SAS will streamline appropriate elements or items where possible.

Basis hours completed – 24

Anticipated Future Meeting Requirements:
. SAS estimates 2 additional meetings to complete the project and to gather additional public comments. SAS will streamline appropriate elements or items where possible.

Basis hours anticipated – 6

COSTS:

Professional Fees for Master Planning– FLOODING / PLAN STUDIES – UPDATES, ADDITIONAL MEETNGS

Fee for Master Planning Phase – Additional Services	$ 6,500
BASE fee total for Professional Services	**$ 6,500**

SAS+ASSOCIATES

Luke W. Sydow, ASLA
Owner