Proposal to Provide

Wade Bowl Park Water Play Improvements Design Phase

Submitted to

City of Superior

September 10, 2024

Steve Foss
Project Manager
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651.955.1471

444 Cedar Street, Suite 1500
Saint Paul, MN 55101

TKDA

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Saint Paul, MN 55101

September 10, 2024

Ms. Linda Cadotte
Parks, Recreation & Forestry Director
1316 North 14th Street, 2nd Floor
Superior, WI 54880

RE: Wade Bowl Park Water Play Improvements - Design Phase

Dear Ms. Cadotte and Members of the Selection Committee,

We are thrilled to submit this proposal in response to the Wade Bowl Park Water Play Improvements Design Phase Request For Proposal (RFP). At TKDA, we believe every park has the potential to provide meaningful social and ecological benefits to communities. We understand the City has a draft master plan for the park and recognize the importance of this project as the City's first water play area. Our extensive park design expertise and history of engaging communities to create meaningful spaces make us the perfect partner to support you in this effort.

Steve Foss will be actively involved in all tasks, serving as the TKDA team Project Manager and the City's primary point of contact. He and Dana Schumacher will work collaboratively with City staff to support community engagement and successfully complete design and construction of the City's first water park. Also on our team will be Civil Engineer Will DeRocher and Talon Dewitz, our subconsultant from Rockwise Strategies (formerly Loeffler Construction and Consulting), who specializes in cost estimating.

We acknowledge receipt of Addendum #1. On behalf of the team at TKDA, thank you for the opportunity to provide our qualifications and proposal for your consideration. This Proposal will be open for acceptance for 90 days. If you have questions about our submittal or need additional information, please contact me directly at 651.955.1471 or steven.foss@tkda.com.

Sincerely,

Steve Foss
Project Manager

DJ Heinle, AIA
Vice President, Architecture

Firm Overview

Established in 1910, TKDA is a 100% employee-owned, full-service engineering, architecture, and planning firm based in Saint Paul, Minnesota. We are one team of more than 400 professionals, including civil, structural, mechanical, and electrical engineers, along with architects, landscape architects, interior designers and planners. We serve our clients from offices in Duluth and Saint Paul, Minnesota; Chicago, Illinois; San Bernardino, California; and Seattle, Washington.

TKDA is a collaborative workplace that fosters openness, transparency, and productivity. **We bring this same approach to our client relationships as we become a member of their team, sharing in the challenges and satisfaction of a successful project.**

TKDA has provided exceptional service to our clients for more than 100 years. Our longevity and strength lies in providing single-source engineering, architectural and planning services to diverse markets, serving public and private clients across the country, border to border–coast to coast. From complex projects to small design challenges, our team's experience, qualifications, and technical capabilities enable us to deliver excellent service and lasting solutions.

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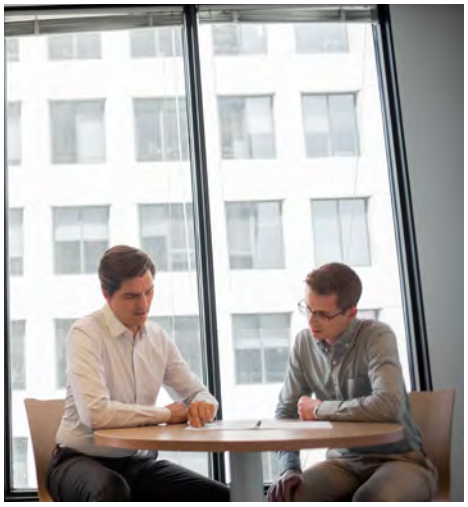
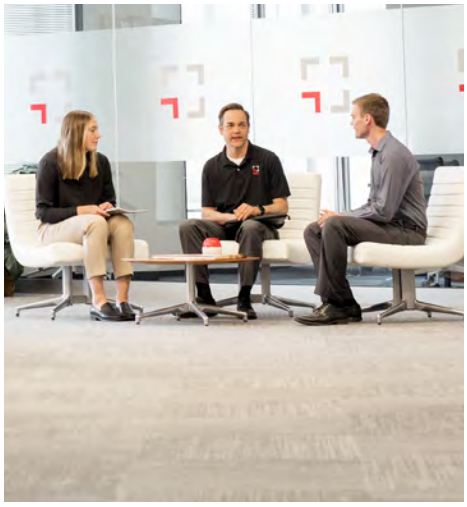




Team Capabilities and Experience

TKDA staff possess a wide range of qualifications and technical capabilities than enable us to deliver state-of-the-art, high-quality projects. Our licensed architects, engineers, designers, and specialists have a proven track record of successful projects in various sectors, including the governmental sector, and specifically splash pad and community park projects.

Your **Project Manager, Steve Foss**, is experienced in all areas of managing a project to deliver projects on time and within budget. With proficiency in industry-standard software including software like AutoCAD, Revit, SketchUp, and 3D rendering tools, our team can produce quality construction drawings, specifications, and schedules. The TKDA team has extensive knowledge of sustainable design principals and practices and a familiarity with local, state, and national building codes and regulations. With these qualifications and technical capabilities at our disposal, we effectively deliver innovative and high-quality design solutions to meet your needs.

Ability to Meet Project Workload

TKDA is an all-in-one design firm where in-house architects and engineers work side-by-side. This team dynamic makes collaboration second nature, leading to designs and deliverables that are coordinated and budget oriented. Our team members will fully commit their personnel resources to the timely completion of your project. In addition to the team highlighted in this proposal, TKDA has a staff of over 400 individuals including architects, engineers, and technicians to draw on for additional project support. Other team members also possess a depth relative to their project involvement, and are very capable of and committed to fulfilling their project-related tasks.

Experience:

13 Years

Education:

Master of Landscape Architecture, University of Minnesota

Bachelor of Landscape Architecture, North Dakota State University

Steve Foss

Project Manager

Steve designs civic spaces, parks, streetscapes, and site development plans. He develops comprehensive park system plans including site inventory and analysis, master planning, and cost estimates for future development efforts. Steve works collaboratively with external clients, internal teams, public groups, and other design professionals throughout the design process.

Landscape Architect, Memorial Park Redevelopment Project I City of Brainerd, Brainerd, MN*

Steve served as the Landscape Architect and was involved in all aspects of the project from initial conceptual design through construction administration. The project included a splash pad, multi-use court for pickleball and hockey, and a new warming house building.

Landscape Architect, Ohuta Beach Site Improvement Project I City of Lake City, Lake City, MN*

Steve assisted in the design of a new interactive splash pad, picnic shelter, playground, and improved beach accessibility. Unique details accompanied these features including in-ground LED strip lighting, custom street light banners, and decorative stamped and stained concrete pavement.

Landscape Architect, Farwell Park Improvements | Minneapolis Park and Recreation Board, Minneapolis, MN

Steve prepared master plan graphics through design development as well as construction documentation and administration for park improvements at Farwell Park.

Landscape Architect, Hall Park Improvements | Minneapolis Park and Recreation Board, Minneapolis, MN

Steve prepared master plan graphics through design development as well as construction documentation and administration for park improvements at Hall Park.

**Performed while with previous employer.*

Dana Schumacher, PLA, ASLA

Professional Landscape Architect - WI #746-14

Landscape Architect

Experience:

20 Years

Education:

Master of Landscape Architecture, University of Minnesota

Bachelor of Environmental Design, University of Minnesota

Dana is an accomplished licensed Landscape Architect and is a highly skilled designer and planner of a broad range of public and private outdoor spaces. She is particularly passionate about sustainable, equitable, and universal design. Dana is experienced in all aspects of landscape architectural services, including site analyses, schematic and conceptual design, design development, public meetings, construction documentation, cost estimate and specification preparation, construction observation, and post occupancy evaluations. Dana has been involved with multiple urban school, playfield, and park improvement projects, and is passionate about helping young people connect with nature.

Landscape Architect, Woodland Pollinator Park Project | University of Minnesota Duluth, Duluth, MN

Dana designed three unique schematic site layout options for a new campus park project. Design work included listening sessions with the client, designing site CAD plan layouts, then rendering with Adobe Illustrator and In-Design graphic software, and developing perspective images with SketchUp. Also included in the design were image boards with existing and proposed site amenity images for discussion.

Landscape Architect, Franklin Square Playfield | Milwaukee Recreation, Milwaukee, WI*

This $2 million dollar park design upgrade included new basketball courts, splash pad with shade canopies, fitness obstacle course, two playground areas with colorful and durable rubberized surfacing, native tree grove, and a recreational ball field. All soils remained on site and were regraded into rolling berms and swales. A plethora of seating options and colorful painted play lines on the pavement added for additional fun.

**Performed while with previous employer.*

Benjamin Olson, AIA, CDT, NCARB

Licensed Architect - WI #11996-5

Architect

Experience:

24 Years

Education:

Bachelor of Architecture and Science, North Dakota State University

Benjamin is a licensed Architect with over 24 years of experience in planning, design, project development, and construction administration of educational, municipal, government, and commercial projects. As the Architecture Group Manager for the Duluth office, Benjamin supervises the preparation of construction documents and specifications, and prepares construction cost estimates, project budgets, and schedules to ensure resources are available to meet a client's goals. Benjamin's NCARB certification means he meets the highest professional standards set by all member registration boards.

Project Manager, Ely Trailhead Building | City of Ely, Ely, MN

The new 3,080 SF stand-alone building functions as a rest stop and information center. Amenities include fully accessible restrooms with changing area, an information area with trail maps and brochures for local attractions, a community lounge for rest and relaxation, and office space for the tourism bureau and trail clubs. TKDA provided project management, architectural and interior design, and structural engineering.

Project Manager, Fisherman's Point Campground Restrooms and Shower Facility | City of Hoyt Lakes, Hoyt Lakes, MN

The project encompassed schematic design through construction documentation and involved code compliance with building, energy and accessible codes, and specifications. Materials and colors were selected to match and accent existing City buildings with maintenance-free finishes. The facility also included an in-floor hot water radiant heat system.

Will DeRocher, PE

Professional Engineer - WI #48274-6

Civil Engineer

Will is a Civil Engineer and has been involved with utility and site improvement designs for TKDA for ten years. He works closely with the building system engineers and facility management groups in government, industrial and commercial markets in his current lead design and project management role. Will leads design efforts for exterior site improvements including utilities, facility traffic, parking, stormwater and grading. Will has a decade of experience in supporting clients during the construction phase of a project with administrative services. These service includes bid review with clients, review of construction submittals, plan modifications to accommodate field conditions, preparation of record drawings for client site management and construction closeout to aide the client in taking ownership of the newly completed work.

Experience:

10 Years

Education:

Master of Science, Civil Engineering, University of Minnesota Duluth

Bachelor of Science, Civil Engineering, University of Minnesota Duluth

Engineer-of-Record and Construction Administration, County-Wide Improvements | Saint Louis County, Saint Louis County, MN

Will led site development design and construction administration for the TKDA team in development of three maintenance equipment buildings. The site development plan included multiple buildings, fueling depots, wastewater containment utilities, stormwater management, grading, domestic water utility design, and coordination with multiple regulatory agencies for permitting and review.

Engineer-of-Record, Snow Removal Equipment (SRE) Building | City of Marshall, Marshall, MN

Will led civil design efforts for the 8,000-SF SRE storage and maintenance facility located on the Marshall airfield. Will supported the design team comprised of City and Federal Aviation Administration officials, architects, mechanical and structural engineers, and landscape architects for the completion of the facility.

Jon Kamp

Survey

Jon serves as Survey Project Manager, Crew Chief, Rod Man, and CAD Technician since 1979. Jon's expertise includes boundary survey calculations, construction staking computations, preparation of survey-related documents and subdivision plats, and CAD Standards implementation and design. Jon is a valuable resource for multi-faceted design projects and is proficient in AutoCAD Civil 3D.

Experience:

45 Years

Education:

Coursework in Surveying, Inver Hills Community College

Coursework in Surveying, Hennepin Technical Center

Survey Technician, County-Wide Improvements Survey | Saint Louis County, Saint Louis County, MN

Conducted Topographic Survey of multiple sites. Field work for Topographic survey, compiled data and created a base map and surface for each site for design work.

Survey Technician, Multi-Site Off-Leash Dog Park Topography | Ramsey County, Ramsey, MN

Conducted topographic survey of dog walk parks. Performed field work to obtain data for topographic map and surface at multiple sites, compilation of data, and production of drawing and surface at each site.

Survey Technician, Marine Tech ALTA | Duluth Seaway Port Authority, Duluth, MN

Performed field work for boundary survey and ALTA survey, reviewed title documents, created map of survey, boundary computations, and set corners.

Talon Dewitz

ROCKWISE STRATEGIES

Cost Estimator

Experience:

8 Years

Education:

Bachelor of Science, Construction Management, University of Minnesota

Talon Dewitz brings over eight years of valuable industry experience, having served in diverse roles as a project estimator and cost consultant. His expertise encompasses a comprehensive understanding of pre-construction planning and the technical proficiency necessary to precisely evaluate real market construction costs. To date, Talon has successfully completed hundreds of estimates across various stages of design, showcasing his adeptness and proficiency in the field.

Senior Cost Consultant, Wakefield Park Building | Maplewood, MN

The Wakefield Community Building is a 3,150-SF, single-level structure consisting of a wood-framed system. This project is centered in the City of Maplewood and serves as a space for community based events. With a full kitchen, restrooms, and community space, it is a prominent venue for the surrounding community.

Senior Cost Consultant, Father Hennepin Bluff Park | Minneapolis, MN

Rockwise Strategies provided cost consulting services on the new construction of a band shell structure overcasting a new restroom building at the head of the Stone Arch Bridge in Minneapolis. The project includes various site improvements and pathways for visitors.

Senior Cost Consultant, Cedarholm | Roseville, MN

The Cedarholm Community Building is a 4,845 SF, ground-up single-level structure. This project will be centered in the City of Roseville and will be used for community-based events. The space consists of restrooms, community spaces, kitchen, and retail service area which will provide a useful venue for events.

Memorial Park Redevelopment Project*

City of Brainerd, Brainerd, MN

Steve served as the Landscape Architect design lead and was involved in all aspects of the project from initial conceptual design through construction administration. The project included extensive coordination with the multiple committees and vendors including coordination with city staff, park board, donor committee, subconsultants, and multiple vendors.

Although this required additional coordination through design and construction, Steve was able to seamlessly integrate all coordination resulting in a project which was constructed within budget and on time. One of the key components in this project was through working with vendors and Sourcewell contracts. By utilizing the Sourcewell contract, it allowed for Steve and the client to work directly with a preferred vendor to customize and select preferred materials for use in the design of the splash pad, dasher board system for the hockey rink, and rink lighting, which were furnished and installed through Sourcewell contract. Not only did this allow for ease of direct communication with a preferred vendor, it also resulted in cost savings for the client.

The project amenities included a splash pad, warming house and shelter, and a hockey rink with concrete pavement to provide the ability to use the hockey rinks for pickleball during the spring, summer, and fall. The project was completed in the summer of 2021.

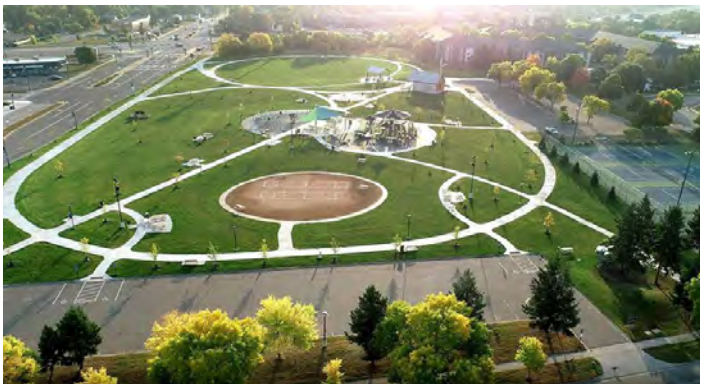
**Work completed by Steve Foss while with a previous employer*

Becker Park Improvement Project*

City of Crystal, Crystal, MN

Steve assisted in all aspects of the project from initial conceptual design through construction administration. One key aspect of the project involved extensive community engagement. This was a critical component due to the impact this project would have on the adjacent businesses as well as the diverse community background in this area.

The resulting outcome from the community engagement included a splash pad, concession and restroom building, performance stage, and a destination play area. Due to the array of features on site, communication between multiple subconsultants and vendors was essential in the success of this project.



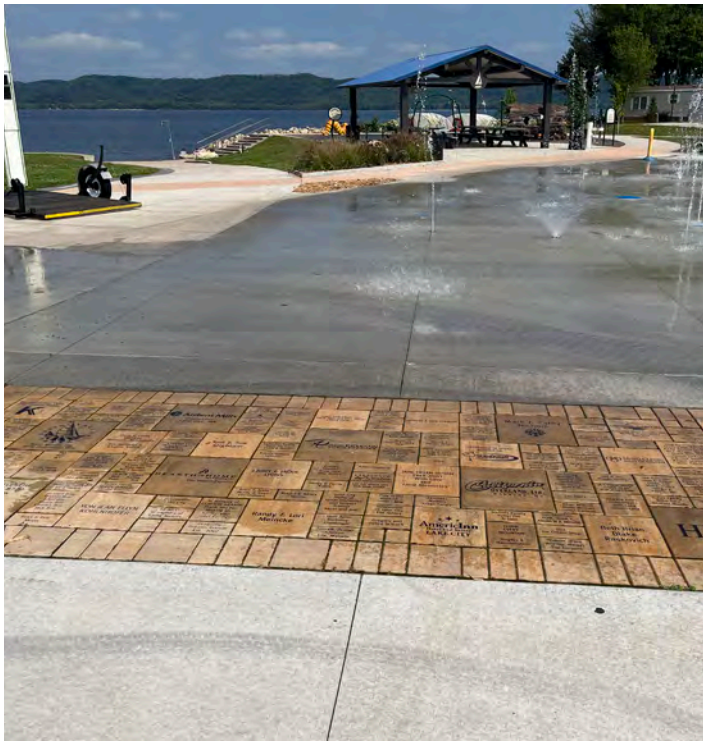
**Work completed by Steve Foss while with a previous employer*

Ohuta Beach Site Improvement Project*

City of Lake City, Lake City, MN

Steve, along with other staff, designed this space along Lake Pepin to capture the beautiful setting for formal and informal events. **New park amenities included an interactive splash fountain**, picnic shelter, playground, and improved beach accessibility. Unique details accompanied these features including in-ground LED strip lighting, custom street light banners, and decorative stamped and stained concrete pavement to provide accents throughout the plaza.

One key component to the success of this project was the development of a Project Management Team (PMT) composed of City Council members, City Staff, and stakeholders. By establishing this team, collective design decisions could be made through the design process to transform this underutilized area to an amenity that can serve the community.



**Work completed by Steve Foss while with a previous employer*

Splash Pads at Franklin Square and Clovernook Playfield*

Milwaukee Recreation, Milwaukee, WI

Out of 52 playfields in the City, Franklin Square and Clovenook Playfield ranked almost at the top of the inequity model (which included looking at poverty levels, number of children living there, and crime rates).

For Franklin Square, this $2 million dollar park design upgrade included **a splash pad with a dump bucket, in-ground jets, and shade canopies**, three new colorful basketball courts, a fitness obstacle course, two playground areas for various age groups with colorful and durable rubberized surfacing, a native tree grove respite area, and a recreational ball field. All soils remained on site and were regraded into rolling berms and swales. A mix of custom seating options and colorful painted play lines on the pavement add for additional fun. This project was the recipient of the 2022 Mayor's Design Award.

The Clovernook playfield design scope was very similar to Franklin Square. However, the approach differed slightly because of its suburban location within the City. Design elements included **a splash pad with in-ground jets and shade canopies**, a multi-age playground with colorful, rubberized surfacing, three new basketball courts, custom cast-in-place tiered concrete seating, natural outcropping stone seating, and colorful painted play lines as well. This project included schematic through construction, construction administration and observation, two public engagement meetings, and graphic design.

**Work completed by Dana Schumacher while with a previous employer*

Clement Avenue Elementary School*

Milwaukee Metropolitan Sewerage District

Funded in part through a grant from the Milwaukee Metropolitan Sewerage District Green Schools Grant Program, the design focused on transforming an existing open paved outdoor play area into a vibrant mixed use recreation and educational space.

This play area features a biofiltration basin that is also used as an outdoor classroom and recess space. The design involved the removal of 22,000 SF of pavement and replacement with native planted bioswales that help manage over 88,000 gallons of stormwater per rain event. The addition of native plantings and stormwater trees allow for unique spaces on the schoolyard that represent native Wisconsin ecosystems, complete with student-created signage.

The outdoor classroom space includes a shade pavilion, log seating, and stone stepper access paths through the bioswales. A large climber log play area provides space for large motor skills and/or hang-out space for recess. Subconsultant under Stormwater Solutions Engineers.

**Work completed by Dana Schumacher while with a previous employer*

Wisconsin Point Dunes Restoration

City of Superior, Superior, WI

Wisconsin Point is a sand spit between Lake Superior and the St. Louis River east of the original harbor entry in Superior, Wisconsin. TKDA provided an analysis and review of an existing management plan and site conditions to develop a conceptual design for public comment. This was followed by construction documents for public access amenities and restoring the dunes.

The Point holds immense historic significance to the Fond du Lac Band of Lake Superior Chippewa, as well as other Ojibwa bands in Minnesota and Wisconsin. The entire area is considered a Native American burial ground. As such, there were many regulatory steps required to ensure any artifacts or discovered remains were handled appropriately. TKDA helped the City navigate this process to keep the project moving forward. Many families had relatives either buried or who once lived on the point. **Through the public engagement process, TKDA worked with these families to ensure their concerns were handled in a sensitive manner.**

The project consisted of designing 750 feet of wooden boardwalks and restoring impacted dunes areas back to their original condition, including planting dune grass into previously impacted areas. The boardwalks were designed to stand up to the harsh weather along the shores of Lake Superior. The dune grass is unique to Wisconsin Point and TKDA was able to secure matching native grasses for replanting areas. The parking lots were designed with pervious surfaces to further promote the site's sustainability.

Grant dollars were available for the design through the National Oceanic and Atmospheric Administration (NOAA) Great Lakes Habitat Restoration Program grant under the U.S. Great Lakes Restoration Initiative in Areas of Concern.

Fisherman's Point Campground Restroom and Shower Facility

City of Hoyt Lakes, Hoyt Lakes, MN

TKDA completed the final design, construction document and construction administration services for this local campground restroom and shower facility. Now that the City of Hoyt Lakes has a fully insulated and heated restroom and shower facility they can extend their campground season and increase Fisherman's Point revenues.

Project Features:

- The project consisted of the construction of an 800-SF fully accessible maintenance-free masonry building with batten seam metal roof.
- The building is constructed with a heated slab on grade foundation.
- The building consists of four accessible showers, four accessible stools, two accessible lavatories and two baby changing stations.
- Glass block windows allow natural light into the space while providing privacy.

TKDA used durable, maintenance-free building materials and efficiently tempered the space with hot water in floor heat to provide a secure, accessible shower facility located on a remote wooded site that is only used eight months out of the year. The City no longer needs to winterize their campground facilities or worry about freezing pipes during the off season.

Now that the City of Hoyt Lakes has a fully insulated and heated restroom and shower facility they can extend their campground season and increase Fisherman's Point revenues.

VARIOUS SITE DESIGN PROJECTS

Hall Park Improvement Project

Minneapolis Park and Recreation Board, Minneapolis, MN

This project included the design of a new play area, bike skills course, and site amenities. **The park is divided into two sites and it was important that there was continuity in park design between the two sites.** The project also included coordination with a bike-skills course designer and a public artist. Steve prepared construction documentation for park improvements at Hall Park.

Farwell Park

Minneapolis Park and Recreation Board, Minneapolis, MN

One key aspect of this project included the design of a new play area and park site amenities while protecting large, mature trees. The play area is designed in relation to the neighborhood context and changes to the City. Steve prepared construction documentation for park improvements at Farwell Park.

Lake Elmo Park Reserve Swim Pond Play Area Improvement Project

Washington County, Lake Elmo, MN

This project entailed removal and replacement of an existing playground. Steve was involved in all aspects of the project from initial concept design through final design. Following conceptual design, Steve developed multiple Request For Quotes (RFQs) to multiple playground vendors and identification of a preferred playground design resulting from this effort. He coordinated with the selected playground vendor in finalizing the design. The project is anticipated to begin construction in spring of 2025.

Hall Park Improvement Project

Project Management

Prior to the kickoff meeting, we will confirm the composition of the Project Management Team (PMT) with City staff. We will work in partnership with the PMT throughout the project while handling all interactions with stakeholders and the community.

Following identification of the PMT, we will hold a kickoff meeting onsite with them and perform a site walkthrough. During this meeting, we will review the preliminary design plan provided in the RFP and evaluate the existing site conditions, opportunities, and constraints.

PMT meetings will occur prior to and following key milestones, as identified in the project schedule. This will allow for timely feedback and keep the PMT informed. Meeting notes will be distributed to the PMT following each meeting. These notes will identify action items to minimize rework and identify key design coordination items needed to maintain the project schedule.

Preliminary Design

TKDA will prepare two schematic concept plans, taking into consideration the information gathered during the site walkthrough. The two schematic designs will take into account project goals and objectives expressed by the PMT that best align within the construction budget.

We will develop schematic-level perspective renderings for both options. Due to the time constraints of the proposed schedule, we will utilize existing GIS information while the topographic survey is being performed. Once the topographical survey is available, we will incorporate this information and validate with the design.

Prior to finalizing the two schematic design options, our subconsultant, **Rockwise Strategies**, will prepare cost estimates of these design options. This will verify alignment relative to the construction budget.

A PMT meeting will be held to review the schematic designs and modify them, if necessary, based upon feedback expressed by the PMT. After receiving feedback, our team will finalize the two schematic design options for community engagement.

Dana Schumacher presenting at a public engagement event for the McDonough Homes public housing project.

In order to maintain community consensus and support, we recommend providing community engagement following schematic design.

COMMUNITY ENGAGEMENT EVENT #1

In-Person Informational Event

The first of two community engagement events identified in our approach will be conducted in person. Our team will prepare informational display boards of the two schematic design options. They will include a plan, perspective renderings, and precedent imagery to convey the splash pad equipment options.

We recommend holding this community engagement event at or near the park to make it convenient and accessible for the nearby residents.

COMMUNITY ENGAGEMENT EVENT #2

Online Survey

After receiving quotes from splash pad vendors, we will work with City staff to create an online survey of the proposed splash pad equipment designs. The public can use the survey to share their feedback on the proposed designs. The results will be shared with the PMT to help identify a preferred design to move forward with into the final design phase.

Following the community engagement event, our team will consolidate and summarize the feedback from community members and hold a meeting to review it with the PMT. This will prepare us to issue a RFQ from splash pad vendors.

Prior to issuing the RFQ to vendors, we will review a draft of the RFQ with the PMT. The RFQ will be solicited by TKDA to select splash pad vendors. The RFQ will include design requirements identified in the RFP, a budget based upon the schematic design, and feedback received during the community engagement event.

If a specific vendor is desired, we can work directly with them to identify the design and budget requirements. **Based upon the vendors available for splash pad equipment, we have found issuing an RFQ results in more competitive pricing and options.**

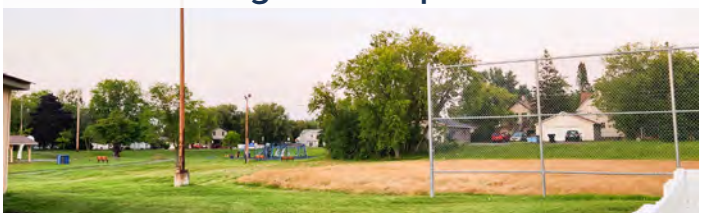
CONSULTANT DELIVERABLES

- PMT agenda and notes
- Topographic survey
- Schematic concept plans (two options)
- Cost estimate of schematic concept plans (two options)
- Community engagement event #1 display boards
- Summary of feedback from community engagement event #1
- RFQ document to splash pad vendors
- Issue addenda for RFQ, if applicable
- Online survey for community engagement event #2
- Summary of feedback from community engagement event #2

CITY RESPONSIBILITIES

- Provide timely review and feedback of project documents
- Community engagement #1 notice to residents
- Community engagement #2 posting (via City website)

Design Development



Following identification of the preferred splash pad design from the survey, we will develop construction drawings to a 65% design level. These will be reviewed by the PMT. The drawings will include identification of splash pad equipment, site materials, furnishings, and other details necessary to inform the team of constructability and the level of maintenance required.

A meeting will be scheduled after a review period by the PMT to review concerns and additional detail required to advance the design to the final design phase. At this meeting we will also identify permitting agencies for submittals.

CONSULTANT DELIVERABLES

- Construction documents at 65% design
- Specification table of contents
- Updated cost estimate
- PMT meeting agendas and notes

CITY RESPONSIBILITIES

- Provide timely review and feedback of project
- Specification Division 00 and 01 (front ends) for incorporation into construction documents.

Final Design

This phase includes the production of final design documents to gain final approval from the City and identified permitting agencies. A 95% set of documents will be produced for review and permit submittals.

A final PMT meeting will be held to review the project documents. TKDA will update the documents based on submittal reviews and perform a final QA/QC to deliver construction documents for bidding.

CONSULTANT DELIVERABLES

- Construction documents at 95% design
- Specification table of contents
- Updated cost estimate
- Submit to local and state agencies for code review and permitting, if applicable
- PMT meeting agendas and notes

CITY RESPONSIBILITIES

- Provide timely review and feedback of project

Bidding

TKDA will support the City during the bidding phase through the following:

- Attendance in the pre-bid meeting
- Issue addenda, if applicable
- Review bid results and provide letter of recommendation

Construction Administration

TKDA will support the City during the construction phase through the following:

- Respond to RFIs
- Review submittals
- Attend pre-construction meeting and issue notes
- Attend weekly construction progress meetings (assumes construction period of three months)
- Review change orders, if applicable
- Review and approve pay applications
- Conduct substantial completion, including the development of a punch list
- Conduct final walkthrough and verification of completion of all punch list items
- Provide as-built plans and specifications for the City's records
- Submit letter of completion to the City

Assumptions

1. Construction staking will be the responsibility of the awarded contractor. The awarded contractor will be responsible for providing survey points of constructed waterline, sewer line, service connection points, appurtenances, inverts and constructed elements to TKDA for inclusion in final record drawings.
2. Coordination of the water, sewer and stormwater permits will be the responsibility of the owner.
3. Any design or construction administration services for modifications to City sewer or water supply lines beyond the service connections necessary for the water play area will be considered an out-of-scope service. Out-of-scope services will be negotiated as necessary to identify design fee and schedule modifications.
4. Modifications to existing buildings for housing of splash pad mechanical equipment are not included and will be considered an additional service. The mechanical equipment will be located in a cabinet outside of the existing building.

Quality Management

We will work in partnership with the City and support them on the delivery of a successful project. During the kick-off meeting we will reconfirm services, deliverables, milestones, and schedule as proposed so we have a clear understanding of City's expectations and needs.

The agreed scope and deliverables serves as the basis for the tasks to be completed for the remainder of the project. The project schedule will be updated regularly with updates from the PMT meetings. Internal design team coordination meetings will be held biweekly to discuss tasks for the upcoming week, review the project schedule, deliverables, and discuss project coordination needs. There will be ongoing communication with City staff and the PMT throughout the project so all team members are apprised of project process and coordination items.

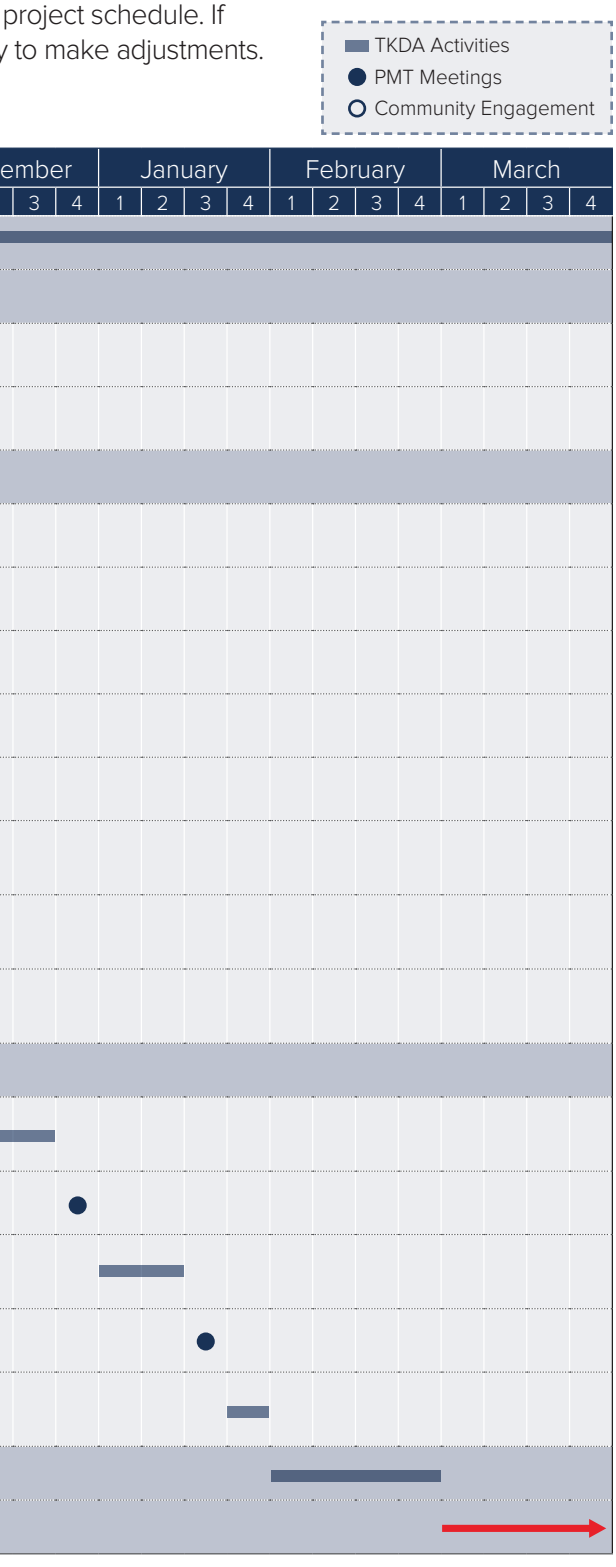
Quality Assurance/Quality Control Plan

TKDA adapts a Quality Assurance/Quality Control (QA/QC) Plan specifically for each project. **We have found a well-developed plan followed throughout the entire project enhances the outcome for the owner and benefits the designers and the contractor.** As part of the plan we perform a risk assessment to identify and develop mitigation strategies in the event of scope or schedule changes.

The QA/QC Plan also provides a structured checking of plans and documents by a qualified staff member as appointed by each discipline lead. The reviewer will check for completeness, accuracy, and constructability. A QA/QC milestone is set three or four days prior to a submittal to the client to allow time for a thorough review and update as necessary. The QA/QC Plan will be used at major milestones throughout the project.

Schedule

Our team is available and committed to the hours required to meet the project schedule. If schedule changes are determined necessary, we will work with the City to make adjustments.



Our not to exceed fee is $49,900 (forty-nine thousand nine hundred dollars).

Task	Task Description	Estimated Person Hours										Total Hours	Total Dollars
		PM	LA, QA/QC	Arch Specialist	CE, QA/QC	Civil Engineer	Civil Designer	Grad Engineer	Survey	Survey Processing	Admin		
1	**Project Management**												
1.1	Project management	12										12	$1,644
2	**Site Discovery / Preliminary Engineering**												
2.1	PMT #1: Project kickoff	2	1	1		1						5	$651
2.2	Topographical survey								4	4		8	$756
3	**Preliminary Design Plan**												
3.1	Initial concept plans (two options)	2	1	30	3	2	2					40	$4,673
3.2	Preliminary stormwater modeling calculations and permit exhibits					4	6	12				22	$2,598
3.3	PMT #2: Review concept plans	2	1				2					5	$668
3.4	Revisions to concept plans, if applicable	1	1	8		1	1					12	$1,346
3.5	Community Engagement: Public input on concept plans	2	1									3	$418
3.6	PMT #3: Review public input	2	1									3	$418
3.7	Issue RFQ to splash pad vendors	3	1				2					6	$805
3.8	PMT #4: Review splash pad design (from vendors)	2	1				2					5	$668
3.9	Online survey of splash pad design (from vendors)	2										2	$274
3.10	PMT #5: Review public input from online survey and select splash pad vendor	2	1									3	$418
4	**Final Design / Construction Documents**												
4.1	65% plans, specifications, and cost estimate	8	1	32	3	4	4				2	54	$6,423
4.2	Stormwater modeling calculations and permit exhibits					2	4	8				14	$1,644
4.3	PMT #6: 65% review meeting	2	1									3	$418
4.4	Submit to local and state agencies for code reviews and permitting					2						2	$264
4.5	95% plans, specifications, and cost estimate	8		16		2	2				6	34	$3,862
4.6	PMT #7: 95% review meeting	2	1									3	$418
4.7	100% plans, specifications, and cost estimate	4		16	2	2	2				2	28	$3,364
4.8	Stormwater report				1	4	4	16				25	$3,025
5	**Bidding**												
5.1	Pre-bid meeting	2										2	$274
5.2	Issue addenda	4	1			2	2				2	11	$1,418
5.3	Review bid results and provide recommendation	1									1	2	$243
6	**Construction Administration**												
6.1	Pre-construction meeting	2										2	$274
6.2	Weekly construction progress meetings (up to 10)	20				2						22	$3,004
6.3	Review construction submittals	4				4						8	$1,076
6.4	Review RFIs and change orders, if applicable	4				2	2					8	$1,062
6.5	Review pay applications	3										3	$411
6.6	Substantial completion	2										2	$274
6.7	Final walk-through	2				2						4	$538
6.8	As-built plans and specifications for the City's record					2	8					10	$1,264
6.9	Submit letter of completion to the City	1				1						2	$269
Total Person Hours		101	13	103	9	39	43	36	4	4	13	363	
Billing Rate/Hour		$137	$144	$101	$237	$132	$125	$110	$108	$81	$106		
Total Billable for Charged Time		$13,837	$1,872	$10,403	$2,133	$5,148	$5,375	$3,960	$432	$324	$1,378		$44,862
Expenses:													
Travel and Subsistence (TS)													$-
Subconsultant: Rockwise Strategies													$5,080
Miscellaneous (MI)													$-
Total Project Fee (Not to Exceed)													$49,942
Base Not to Exceed													**$49,900**

REFERENCES

CP

Crystal Passi

Design Project Manager
Minneapolis Park and Recreation Board

Email: cpassi@minneapolisparks.org
Phone: 612.230.6455

MJ

Michael Jones

Design Project Manager
Minneapolis Park and Recreation Board

Email: mjones@minneapolisparks.org
Phone: 612.230.6466

EC

Erin Clarkowski

Professional Engineer
Washington County

Email: erin.clarkowski@co.washington.mn.us
Phone: 651.430.4384

SERVICE AGREEMENT STATEMENT

We have made our own examination, investigation, and research regarding the method of doing the work, all conditions affecting the work to be done, the labor, equipment and materials, and the quantity of the work to be performed. We agree that we are satisfied by our own investigation and research regarding all of such conditions, and that our conclusion to enter into the Service Agreement is based upon such investigation and research. We shall make no claim against the City because of any of the estimates, statements, or interpretations made by any officer or agent of the City which may prove to be erroneous in any respect.

7. Subcontractors Listing (Must be submitted with proposal.)

Wade Bowl Water play area Design Phase

The undersigned agrees to employ the following listed **subcontractors** for the following enumerated classes of work and not to alter or add to such list without the written consent of the City of Superior, WI. Use separate sheet as necessary.

	SUBCONTRACTOR	CLASS OF WORK
1)	Rockwise Strategies	Cost Estimating
2)		
3)		
4)		
5)		

Submitted by:

COMPANY TKDA

ADDRESS 444 Cedar Street, Suite 1500, Saint Paul, MN 55101

COMPANY REPRESENTATIVE _____

DJ Heinle, Vice President

8. Addenda Acknowledgement (Must be submitted with Proposal)

Wade Bowl Water play area Design Phase

I/we hereby acknowledge receipt of the following addenda(s):

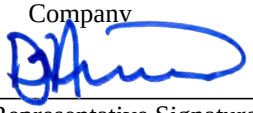
Addendum No. 1 Dated August 26, 2024
Addendum No. _____ Dated
Addendum No. _____ Dated
Addendum No. _____ Dated

I/we further certify that no agreement has been entered into to prevent competition for said work and that I/we carefully examined the site where the work is to take place, and the plans, specifications, form of contract and all other contract documents.

I/we further agree to enter into the contract, as provided in the contract documents, under all the terms, conditions and requirements of those documents.

* If no addenda were issued, the consultant/firm shall so indicate and sign this document.

TKDA
Company



Representative Signature
DJ Heinle, Vice President

9. Debarment

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions

This certification is required by the regulations implement Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participant's responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). The proposer certifies to the best of its knowledge and believe that it and its principals:

1. Are not presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Has not within a three-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any offenses.

   Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signed: _____ Print Name & Title: DJ Heinle Vice President

Name of Organization: TKDA Date: September 3, 2024

TKDA