

Item: 7(b)6 – HKGi Proposal – Facilitator for Concession Building Planning Process

Date: April 5, 2021

From: Kristi Luger, City Manager

Action: Approve the proposal

Summary

At the March 1st City Council meeting, the Council authorized the Committee (consisting of Councilmembers Caron and Hersman, Shelia McMillan and Eric Snyder of Community for The Commons, and City Manager Luger) to proceed with selecting a consultant to facilitate the planning process for the concession building. The Committee is recommending Bruce Chamberlain of HKGi.

Background

The Committee agreed that Bruce Chamberlain of HKGi may be a good fit for this project because he is familiar with The Commons due to the work he previously completed for Community for The Commons and has worked with other cities, including assisting the Minneapolis Park and Recreation Board with securing a restaurant tenant in one of their parks. The following is a timeline of events:

- Late February The Committee interviewed Mr. Chamberlain and then asked him to submit a proposal.
- Early March The City received a proposal from HKGi but the overall costs were higher than anticipated. Staff met with Mr. Chamberlain to clarify the role of the facilitator so the proposal can be refined.
- Mid-March The City received a revised proposal, which is more in line with projected costs.

The Committee has reviewed HKGi's revised proposal and is recommending approval.

Budget Considerations

The proposal is for a cost not-to-exceed \$25,900, which would be funded from the Park Capital Improvement Fund. Staff will be closely monitoring costs to keep the expenses well below \$25,000.

Options

1. Approve the contract with Bruce Chamberlain at a cost not-to-exceed \$25,000.
2. Take no action.
3. Provide staff alternative direction.

Recommended Motion

Motion to approve the contract with Bruce Chamberlain at a cost not-to-exceed \$25,000 and authorize the City Manager to sign the contract.

Next Steps

The Project Advisory Committee will start meeting in mid-April.

Attachments

Bruce Chamberlain proposal



March 18, 2021

Kristi Luger, City Manager
City of Excelsior
339 Third Street
Excelsior, MN 55331

Re: Revised Proposal – Excelsior Commons Park Owner’s Representation Services.

Dear Kristi:

This revised proposal letter outlines Owner’s Representation services for the City of Excelsior in the process to design and program a new concession facility, surrounding grounds and ancillary support services.

As you know, I was engaged by Community for the Commons in 2018 to develop an implementation framework for the Commons Master Plan. In the fourteen months working closely with C for C, the City, project designers and other community partners, I was charged with developing a spectrum of implementation tools that contributed to launching the park rebuild. My work included the preparation of construction cost estimating, the definition of implementation projects, project budgeting, phasing strategy, capital sources & uses strategy, and the drafting/negotiating of fundraising and partnership agreements.

Services I’ve already conducted in Excelsior in addition to those proposed in this letter are representative of a growing share of my practice, which I call *urban strategy* dedicated to propelling successful implementation of complicated community development initiatives.

The work of this proposal is similar to an aspect of work I have conducted since 2011 on a \$24 million downtown Minneapolis riverfront park called Water Works. Like the Commons, DFA Landscape Architects is the lead designer for Water Works, A firm for which I have high regard and a deep working relationship. Over the past six years, my role with Water Works has been to act as Owner’s Representative through the design and construction process. You could say I have a “soup to nuts” role including advising the \$18 million philanthropic campaign, preparing vendor Requests for Proposals, leading vendor selection processes, project budget determination and oversight, project program development, representing the Client group through the design and construction process, and helping make sometimes difficult budget alignment decisions. Important to Excelsior’s interests for the Commons, when Water Works opens in May, it will include a food and catering vendor – a groundbreaking restaurateur serving indigenous foods called the Sioux Chef. With Water Works, I prepared the food vendor RFP, participated in choosing the vendor, wrote and negotiated the lease/food service agreement, and developed the tenant improvement/capital investment strategy. Water Works has provided invaluable and unique experience I bring to all my urban strategy projects.

PROPOSED WORK SCOPE FOR THE COMMONS

Based on our recent conversations, the following scope of work outlines the role I would play as Owner’s Representative to the City of Excelsior in your efforts to design and program a new concession facility, ancillary services and the surrounding grounds in The Commons. The design process will begin immediately and construction is expected to begin in the spring of 2022 or earlier. What is defined as Basic Services below will be conducted up to the point of construction bidding, which is expected to occur in January 2022 or earlier. To provide you with a sense of how my involvement could be structured (if you chose to do so) through the bidding and construction stages, I have included those stages as optional services.

BASIC SERVICES

General Project Management.

This category of the effort includes the overall coordination and communication of project progress. Specific tasks include:

- Regularly coordinate with City Manager throughout the design process.
- Present three rounds of project updates to the City Council.
- Regularly coordinate with City Engineer and Public Works staff through the design phase.

Design Process Coordination.

My role through this stage is to keep the design process moving and well-communicated. I will facilitate regular design team coordination meetings, act as quasi-staff in keeping leadership and partners informed of progress, keep the project schedule up to date, and ensure the design team is resolving issues important to the City of Excelsior as they arise. Specific tasks include:

- Create and regularly update project schedule.
- Consult with City staff on the structure of professional service agreements.
- Stay abreast of design team efforts/progress and communicate back to City staff and consulting engineer.
- Facilitate Project Management Team meetings and conduct necessary follow-up with City staff and consulting engineer (up to 14 meetings).
- Engage project technical advisors on an as-needed basis as project questions or issues arise.
- Conduct in-person and virtual meetings with the design team and CMA as needed.

Vendor Procurement Technical Advisor.

In regard to securing a food vendor for the concession building, I will act as advisor and technical resource to the efforts of the City and its partners. Specific tasks include:

- Advise the development of a vendor scope for use in solicitation process.

- Advise the vendor solicitation process and preparation of vendor agreement.

ADDITIONAL SERVICES

My understanding is that, similar to the current performance pavilion project, Excelsior expects to engage a Construction Manager as Agent to oversee the bidding and construction phase of the project. I recommend the CMA be engaged early in the design process (within the next two months) to participate in construction cost estimating and bidding strategy and then take a primary project role from the point of construction bidding through completion/commissioning. If you chose to engage my services in those project stages, below is a proposed work plan.

The following services are available upon request in addition to Basic Services identified above.

#1 – Owner’s Representation in Construction Bidding Stage.

Selection of this service would continue my direct role as quasi-staff and Agent of the City through the bidding process. If chosen, my role would be subordinate to the bidding coordination efforts of the CMA selected for the project. Specific tasks include:

- Coordinate of Ad for Bid.
- Assist in fielding bidder questions.
- Facilitate pre-bid meeting.
- Attend bid-opening.
- Coordinate contract award recommendation.
- Prepare contract award City Council action.

#2 – Owner’s Representation in Construction Stage.

Selection of this service would continue my direct role as quasi-staff and Agent of the City through construction and project commissioning. If chosen, my role would be subordinate to the bidding coordination efforts of the CMA selected for the project. Specific tasks include:

- Participate in ongoing project budget alignment as necessary.
- Act as a liaison between contractor, City staff and design team in building tenant improvements.
- Attend periodic and pivotal construction meetings (up to 12).
- Process Change Order Requests through the City.
- Act as a liaison in punch list and commissioning processes.

FEE PROPOSAL

BASIC SERVICES

HKGi proposes to conduct the work described under Basic Services at an hourly rate for a fee not to exceed **\$25,900** including reimbursable expenses at my hourly rate of \$185.

This fee is dependent on the design phase of the project being completed within the 2021 calendar year.

ADDITIONAL SERVICES

HKGi proposes to conduct the work described under Additional Services on a lump sum basis as follows:

#1 – Owner’s Representation in Construction Bidding Stage.

\$3,800

#2 – Owner’s Representation in Construction Stage.

\$12,500

Thank you for the opportunity to continue working on such an interesting project with a great group of people I’ve enjoyed working with so much in the past. I am prepared to start work immediately. If you have any questions, please do not hesitate to contact me. If you accept this proposal, I will draft a formal agreement and distribute for signature.

Sincerely,

Hoisington Koegler Group Inc.



Bruce L. Chamberlain, FASLA
Urban Strategy & Design Practice Lead