

**Item:** 9(a) – VJAA Proposal for Concession Building/Plaza Project

**Date:** October 4, 2021

**From:** Kristi Luger, City Manager

**Action:** Approve VJAA's letter to proceed

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## Summary

At the September 7<sup>th</sup> City Council meeting, the Council reviewed a proposal from VJAA to provide services for design development, construction documents, and bidding services for the concession building/plaza project. The Council requested some additional budget information and continued the discussion to a future meeting.

## Background

The detailed project budget estimates the following for the concession building/plaza project:

\$2,321,810	Hard cost (construction) total
<u>\$894,594</u>	Soft cost total
\$3,216,404	Total project budget

Included in the soft costs are design/administration fees at a budget of \$394,708. With the VJAA proposal at \$237,600, along with other related services already under contract, there is adequate room within the budgeted amount for future construction administration services.

The proposed funding source for the project is sales tax revenue. As part of the Excelsior Commons Financial Plan that was presented to the Council on July 12<sup>th</sup>, there are a couple funding considerations for this project:

1. Bond using sales tax revenues
2. Bond using dock fund revenues
3. Wait and pay for the project using funds generated by the sales tax

The pros and cons for each option, along with a detailed financial plan, will be presented at a future meeting.

Bruce Chamberlain, the consultant hired to facilitate the design process, will be at the meeting to present the budget information and answer any questions.

### **Recommended Council Action**

Approve VJAA's letter to proceed at a cost of \$237,600 that is based on and within a total project budget of \$3,216,404 for the concession building, surrounding site, utilities, furnishings, and stormwater infrastructure.

### **Attachments**

- VJAA Letter to Proceed
- Concession Project Budget Estimate, dated September 29, 2021
- Appendix to Schematic Design Project Budget

V J A A

26 August 2021

*Via Email*

Kristi Luger, City Manager  
City of Excelsior

**Re: Excelsior Commons – Concessions Project Letter to Proceed**

Dear Kristi,

As requested, please find VJAA's letter to proceed with Design Development, Construction Document, and Bid phase services related to the Excelsior Commons Concessions project.

**Scope of Services.** We will continue these efforts with the following design team members:

- VJAA: Architecture
- MBJ: Structural Engineering
- EDI: Mechanical/Electrical Engineering
- Damon Farber: Landscape Architecture
- Pierce Pini: Civil Engineering

The design team will provide the following services as part of this next stage of design and documentation:

- **Basic Services:** Design Development, Construction Document, and Bid phase services are based on the direction received from the PAC concept refinement effort and approved by the City Council. ***Contract Administration phase services will be provided under separate amendment and approval prior to construction start.***
- **Meetings:** VJAA will attend up to eight (8) Project Advisory Committee (PAC), Technical Advisory Committee (TAC), and Project Management Team (PMT) meetings throughout the design process until bidding. We anticipate that at least half of those meetings will be virtual. These eight (8) meetings are included as part of the fees identified below.
- **Pre-Construction Services:** Gardner Construction will be engaged directly by the City of Excelsior to provide cost estimating, constructability reviews, and construction scheduling in addition to construction management for the Concessions Stand project.

**Schedule.** The following project schedule for work leading up to project construction:

- September thru Mid-December: Design Development / Construction Documents
  - Mid-September: 30% documents (DD)
  - Mid-October: 60% documents
  - Mid-November: 90% documents
  - Mid-December: 100% documents complete
- January 2022: Bidding

**Compensation.** For the above-specified services and schedule, the following fees will apply:

- VJAA, MJB, and EDI Fees and Expenses: \$187,000 + \$3,000
- Landscape Architect (DFA) Fees and Expenses: \$24,500 + \$500 – proposal attached
- Civil Engineer (Pierce Pini) Fees and Expenses: \$22,600 – proposal attached
- Total Fees and Expenses: \$234,100 Fees + \$3,500 Expenses = \$237,600

*These fees are based on the prime agreement calculation of 11% of 60% of the estimated construction cost, plus landscape architect fees, civil engineering fees, and reimbursable expenses.*

**Terms and Conditions.** This letter to proceed will serve as an approved amendment to our 19 February 2020 agreement with the City of Excelsior and continued collaboration with Gardner Construction for pre-construction and construction services.

Please sign and return the copy electronically for our records.

Respectfully Submitted,



Nathan Knutson, AIA, LEED AP  
Principal  
VJAA Inc.

Approved By:

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City of Excelsior

Date



July 22, 2021

**Nathan Knutson**  
**Nate Steuerwald**  
VJAA  
124 Third Avenue North  
Minneapolis, MN 55401

**Re: Excelsior Commons Concession Stand**  
Landscape Architectural Proposal

Nathan & Nate,

Thank you for contacting Damon Farber regarding the next steps in the development of the Excelsior Commons Concession Stand project. The concept developed to-date was important in weaving the Pavilion project in with the future of the Concession project. It will be important as we embark on Design Development to re-confirm the scope and budget to make sure we are all on the same page as the project proceeds towards bid documents. The attached diagram illustrates what we understand the scope of the Concession stand project to be. This includes some expansion of the scope from what we previously submitted. It includes a freshening up of the top of the knoll and south side of the Pavilion as well as the restoration of areas disturbed by Public Works requested for new storm sewer through the area and drain tile.

Our proposed scope of work includes the following tasks and responsibilities:

<b><u>Kitchen Programming Study (Completed)</u></b>	<b><u>\$1,917</u></b>
Reconfirmation of scope	
Attend Project Advisory Committee Meetings	
<b><u>Design Development</u></b>	<b><u>\$10,500</u></b>
Design Development Documentation	
Site Plan (Pedestrian Environment)	
Landscape Planting Plan	
Pedestrian Paving Plan	
Preliminary details	
Attend 3 Coordination/PMT and 3 PAC Meetings	
<b><u>Construction Documents</u></b>	<b><u>\$12,500</u></b>
Refine Design development based upon owner feedback	
Address ADA accessibility	
Review transitions to Little league field, Pavilion, driveway and to terraced seating on left field line of ballfield	
Include knoll refresh and Pavilion lawn restoration	
Review Tree protection approach	
Review service and special event use of driveway/plaza area	
Final Construction Document Submittal	

Site Plan (Pedestrian Environment)  
Landscape Planting Plan  
Site Furnishings Plan  
Landscape Specifications (Irrigation Performance Specs if required)  
Coordination Meetings (site grades with Civil) (lighting with Electrical Engineer)  
Attend 3 Coordination/PMT and 3 PAC Meetings

**Bidding** **\$1,500**

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Bidding Assistance  
Prebid meeting attendance  
Prepare addenda if necessary

**Reimbursable expenses** **\$500**

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Mileage, printing, etc.

**Proposed Fee: \$26,917**

Additional Services that may be required will be invoiced at our standard hourly rates. Reimbursable expenses, including reproduction and travel expenses are included within the above fee.

Please let me know if you have any questions or comments on our scope of work. We are looking forward to continuing our work with VJAA, the City of Excelsior and the Community for the Commons group.

Sincerely,



Tom Whitock, ASLA  
President

PIERCE PINI & ASSOCIATES, INC.  
CONSULTING CIVIL ENGINEERS

DATE: August 18, 2021

TO: Mr. Nathan Knutson  
VJAA  
124 Third Avenue North, Suite 301  
Minneapolis, MN 55401

PROJECT: Professional Engineering Services Additional Services Proposal  
Excelsior Commons Band Shell - Concession Stand Project  
PPA Project #20-037.5

DESCRIPTION OF ADDITIONAL SERVICES AND ADDITIONAL FEES/EXPENSES:

- The City of Excelsior has approved the scoping documents for the new Concession Stand and Plaza portion of the Excelsior Commons project and has authorized the project to move forward into Design Development through Bid Phase.
- The anticipated scope of work includes removal of the existing concessions building and entry drive, construction of a new concessions building with green roof, construction of a new entry drive and surround plaza area, select improvements to the baseball field stair and entry monument sign, and drainage improvements to the great lawn area east of the concessions building.
- The anticipated schedule is approximately two months for design development (August – September) and three months for construction documents (October – December). Construction documents are anticipated to be due at the end of December 2021 with bid and final contracts done in January 2022.

PPA work tasks include the following:

- Project design meetings for review and coordination with the design team via online meetings. Assume eight meetings online with design team.
- Attendance at up to two (2) online project meetings with the PAC and up to two (2) online project meetings with the City of Excelsior.
- Attendance at up to four (4) online conference call meetings with Minnehaha Creek Watershed District and/or City Engineering staff to review plans stormwater management design and review comments. The previous permitting technician from MCWD that assisted with the band shell no longer work there, so there will be substantial coordination efforts needed with the new permitting technician.
- Up to one (1) site visit to observe existing conditions after the band shell completion.
- Review of the schematic design scoping documents for civil related items.
- PPA will utilize site layout prepared by Architect/Landscape Architect as the basis of design.
- Design of selective site demolition plan and preparation of drawings.
- Design of grading and drainage plan and preparation of drawings.
- Design of utility plan for new sanitary sewer and water service to concessions building and preparation of drawings.
- Design of stormwater management system and storm sewer utilities and preparation of drawings.
- Stormwater modeling and report preparation for onsite stormwater management design.

**PIERCE PINI & ASSOCIATES, INC.**  
CONSULTING CIVIL ENGINEERS

- Design of city storm sewer infrastructure upgrades. These items were deferred with the band shell design and will need to be part of this project.
- Design of erosion and sediment control plan and preparation of drawings.
- Design of site paving plan and preparation of drawings. The driveway and parking area will need to accommodate a fire truck and maintenance vehicles to this area. This item was deferred with the band shell design and will need to be part of this project.
- Preparation of vehicle turning simulations and diagrams as required by the City of Excelsior for emergency vehicle access.
- Preparation of final civil standard details plan and preparation of drawing. Details will be needed for all civil systems that will include erosion and sediment control, utilities and pavement systems.
- Preparation of final civil technical specification sections applicable to the civil systems using PPA Master Specifications.
- Incorporate Owner and regulatory review comments, requirements and information in the project plans.
- Preparation of civil drawings for submittal for regulatory review and approvals.
- Certification of drawings and specifications as needed for permit and construction.

**Compensation for our civil services will be on a fixed fee basis as follows:**

<b>Design Development</b>	<b>\$ 11,250</b>
<b>Construction Documents</b>	<b>\$ 8,750</b>
<b>Bid Phase</b>	<b>\$ 2,600</b>
<b><u>Construction Administration</u></b>	<b><u>\$ 6,250</u></b>
<b>Total</b>	<b>\$ 28,850</b>

Terms of Payment and Limitations of Liability shall be in accordance with existing Contract Agreement. If this proposal meets with your approval, please sign and return one copy to serve as our letter of agreement.

Sincerely,  
PIERCE PINI & ASSOCIATES, INC.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

*Rhonda S. Pierce*

Rhonda S. Pierce, P.E.  
President

VJAA

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## Excelsior Commons

### Concession Project Budget - Schematic Design Stage

29-Sep-21

HARD COSTS						
DIV	ITEM	COST	COST BREAK-OUT			
			Building	Site	Utilities	Furnishings
<b>01</b>	<b>General Requirements</b>					
	Supervision	\$105,600	\$105,600			
	General Conditions	\$103,430	\$103,430			
	Testing and Inspecting (By Owner)					
	SUBTOTAL	\$209,030				
<b>02</b>	<b>Existing Conditions</b>					
	Site Preparation	\$7,360	\$7,360			
	Surveys	\$11,500	\$11,500			
	Structural Demolition	\$42,289	\$42,289			
	Removal of Contaminated Soils	\$0				
	Site Fencing	\$10,500		\$10,500		
	Asbestos Remediation	\$0				
	SUBTOTAL	\$71,649				
<b>03</b>	<b>Concrete</b>					
	Cast-in-Place Concrete	\$69,120	\$69,120			
	Site Concrete and Walkways	\$106,500		\$106,500		
	SUBTOTAL	\$175,620				
<b>04</b>	<b>Masonry</b>					
	Unit Masonry	\$160,080	\$160,080			
	Stone Assemblies	\$0				
	SUBTOTAL	\$160,080				
<b>05</b>	<b>Metals</b>					
	Metal Install	\$53,700	\$53,700			
	Metal Fabrications	\$171,720	\$171,720			
	Decorative Metal	\$0				
	SUBTOTAL	\$225,420				
<b>06</b>	<b>Wood, Plastics, and Composites</b>					
	Architectural Woodwork - Materials	\$144,955	\$144,955			
	Architectural Woodwork - Install	\$122,430	\$122,430			
	SUBTOTAL	\$267,385				
<b>07</b>	<b>Thermal and Moisture Protection</b>					
	Membrane Roofing	\$142,500	\$142,500			
	Green Roof Assembly	\$130,000	\$130,000			
	SUBTOTAL	\$272,500				
<b>08</b>	<b>Openings</b>					
	Doors, Frames, Hardware	\$28,500	\$28,500			
	SUBTOTAL	\$28,500				
<b>09</b>	<b>Finishes</b>					
	Painting and Coating	\$2,240	\$2,240			
	Drywall	\$6,720	\$6,720			
	Ceramic Tile	\$8,400	\$8,400			
	Concrete countertops	\$14,000	\$14,000			
	SUBTOTAL	\$31,360				
<b>10</b>	<b>Specialties</b>					
	Wall protection, grab bars and mirrors	\$8,700	\$8,700			
	SUBTOTAL	\$8,700				
<b>11</b>	<b>Equipment</b>					
	Foodservice Equipment	\$6,000	\$6,000			
	SUBTOTAL	\$6,000				
<b>12</b>	<b>Furnishings</b>					
	Window Blinds	\$0				

## Excelsior Commons

### Concession Project Budget - Schematic Design Stage

29-Sep-21

#### HARD COSTS

DIV	ITEM	COST	COST BREAK-OUT				
			Building	Site	Utilities	Furnishings	Stormwater
	Furniture	\$0					
	Other Furnishings	\$0					
	Site Furnishings	\$53,000				\$53,000	
	SUBTOTAL	\$53,000					
<b>21, 22, 23</b>	<b>Mechanical</b>						
	Fire Suppression Excluded						
	Plumbing	\$58,500	\$58,500				
	HVAC	\$48,400	\$48,400				
	SUBTOTAL	\$106,900					
<b>26, 27, 28</b>	<b>Electrical</b>						
	Electrical	\$103,250	\$62,500	\$40,750			
	Electrical Service Relo. & Panel Upgrades	\$85,000			\$85,000		
	Food Truck Stations (2)	\$10,000			\$10,000		
	Communications	\$0					
	Audio-Video Communications	\$0					
	Electronic Safety and Security	\$15,000		\$15,000			
	Fire Detection and Alarm	\$0					
	SUBTOTAL	\$213,250					
<b>31, 32, 33</b>	<b>Sitework, Landscaping and Utilities</b>						
	Erosion Control	\$15,114		\$15,114			
	Building Demolition & Excavation	\$50,568	\$50,568				
	Earthwork & Water/Sewer/Storm Utilities	\$219,864		\$22,917	\$47,548	\$149,399	
	Special Foundations (building pilings)	\$42,000	\$42,000				
	Irrigation	\$22,500		\$22,500			
	Landscaping	\$141,200		\$141,200			
	SUBTOTAL	\$491,246					
<b>Final Clean</b>							
	SUBTOTAL	\$1,170					
<b>HARD COST (CONSTRUCTION) TOTAL</b>		<b>\$2,321,810</b>	<b>\$1,601,212</b>	<b>\$374,481</b>	<b>\$142,548</b>	<b>\$53,000</b>	<b>\$149,399</b>

Cost break-outs reflect 9/29 refinements from earlier version

#### SOFT COSTS

##### Fees, Insurance and Permits

General Liability Insurance	0.65%	\$15,092
Bond	0.88%	\$20,432
Building Permit - Waived	0.00%	\$0
General Contractor Fee	3.50%	\$81,263
SUBTOTAL		\$116,787

##### Contingencies

Design Contingency	5.00%	\$116,091
Construction Contingency	7.00%	\$162,527
SUBTOTAL		\$278,617

##### Escalation (inflation)

Escallation - 9 mo. (July '21 pricing)	4.50%	\$104,481
SUBTOTAL		\$104,481

##### Design/Administration

Design/Admin	17.00%	\$394,708
SUBTOTAL		\$394,708

**SOFT COST TOTAL \$894,594**

<b>TOTAL PROJECT BUDGET</b>	<b>\$3,216,404</b>
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Commons Concession Project

Appendix to Schematic Design Project Budget  
Backup Information

# The Construction Industry Categorizes Cost Into Two Main Buckets

## 1. Hard Costs

- Materials, labor, and direct contractor costs in construction.
- Estimated through the design process up until the project is bid/under contract.

## 2. Soft Costs

- Design/engineer/administration, permits, fees, escalation (inflation) and contingencies (held to address unforeseen circumstances or project changes).
- In project budgeting, soft costs typically estimated as a % of hard cost based on industry norms, project size, project complexity and assessment of risks.
- Contingencies usually categorized into design stage, construction stage and sometimes post-construction stage (owner's contingency).
- Design/Administration fees vary widely depending on project size, complexity, level of customization, and inspection/reporting requirements.
  - Fees for public realm projects like parks, streets and utilities typically range between about 12% for standardized projects like tennis courts and 28% for custom projects with intense inspection/reporting requirements like state-aid streets/utilities through built neighborhoods.

# The Concession Project Budget Overview

(refined since August 16 City Council presentation)

Building	\$1,601,000
Site	\$ 375,000
Utilities	\$ 143,000
Furnishings	\$ 53,000
Stormwater	\$ 150,000

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**Hard Costs**      **\$2,322,000**

Fees & Permits	\$ 117,000
Contingencies	\$ 279,000
Escalation	\$ 104,000
Design/Admin	\$ 395,000

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**Soft Costs**      **\$ 895,000**

**Total**                      **\$3,217,000**

Figures are generalized from detailed project budget (attached)

# The Design Process Has Several Stages

## 1. Conceptual Design or Master Planning

- The earliest visioning stage. For The Commons, conceptual design was the master planning process and follow-up budgeting/phasing strategy.
- Often addresses an area larger than what will be built with any one construction phase.

## 2. Schematic Design (SD)

- Determination of scope, design approach, and budget for a construction project.
- SD for The Commons Concession Project started in May 2021 and was approved by the City Council on August 16.

## 3. Design Development (DD)

- Refinement of project design & cost estimate, prelim. determination of materials & construction details.
- Includes budget alignment process.
- The stage of design is about to begin with the Concession project.

## 4. Construction Documents (CD)

- Preparation of construction plans and specifications used to bid the project to contractors.
- With the Concession project, this stage also includes conducting the bidding/contract award process.

## 5. Construction Administration (CA)

- Construction manager and/or architect/engineer administration of the construction process including processing pay applications and change orders, addressing unforeseen issues with the contractor, and ensuring quality standards/design intent are fulfilled.

# VJAA Proposal for Design Services Currently Under Consideration

- Formatted as a Letter to Proceed under a master agreement VJAA has with the City of Excelsior.
- Includes design services needed for Concession project.
  - Architecture
  - Structural and mechanical engineering
  - Landscape architecture
  - Civil engineering
  - Electrical engineering
- VJAA's work will be in close coordination with Gardner Construction (Construction Manager) and HKGi (Owner's Representative).
  - CM and Owner's Rep contracts for design stage already in place.
- Current Proposal limited to Design Development (DD) and Construction Document (CD) stages (incl. bidding).
  - Schematic Design (SD) was completed under past agreements.
  - Construction Administration (CA) will be a future proposal before the Council for consideration (fee will be based on actual construction contract price).
- Proposed fees are within industry norms.
- Aggregate of design/admin fees already contracted + current VJAA proposal + anticipated CA fee are within the budgeted amount.