

October 18, 2018

Scott VanDerMillen  
Director of Community Services  
City of Marshall  
344 West Main Street  
Marshall, MN 56258  
507.537.6830  
scott.vandermillen@ci.marshall.mn.us

ISG

**RE: PROFESSIONAL SERVICES PROPOSAL FOR MARSHALL  
AQUATIC CENTER RENOVATIONS  
MARSHALL, MINNESOTA**

Scott,

As the City of Marshall explores improvements to the Aquatic Center, engaging staff and community members will help develop options that will serve the City well into the future. ISG stands ready to translate such visions into practical design solutions, and guide the City through an effective process that will provide expanded recreational amenities to residents and visitors, add community value, and enhance quality of life.

ISG's broad experience planning and designing multi-functional aquatic centers, outdoor spaces, water features, and support facilities will help guide the development of custom solutions for the Marshall community. From equipment upgrades to zero depth pools and splash pad expansions, ISG's engineers and designers will combine creativity, resourcefulness, and durability throughout the project while providing solutions that minimize maintenance and operating costs.

### PROJECT UNDERSTANDING

ISG understands the City of Marshall is seeking Aquatic Center improvements to address existing layout, structural conditions, electrical equipment, and mechanical systems. In addition, there are concerns regarding compliance with the Americans with Disabilities Act (ADA) related to the existing bathhouse.

Following an initial site visit, ISG recognizes a need to further analyze structural conditions of pool floors and identify options for enhancing user experiences, all while considering long-term maintenance and operations needs, as well as budgetary constraints.

Based on the City's 2019 construction goal, ISG has prepared the scope of services described below. Through this process, ISG will work with your team to complete preliminary planning, and provide the City with adequate information to help you garner community support for your selected option.

### SITE ANALYSIS + KICK-OFF

ISG will revisit the Aquatic Center facilities to verify existing conditions and amenities. We will also review any available plans and data regarding pool operations that are made available by the City, including those already provided.

As part of these services, ISG will meet with City administration, public works, and pool management staff to further discuss ongoing maintenance needs and suggested improvements. Meeting with maintenance personnel and facility staff including lifeguards will allow us to better understand how the facility is programmed and about how and when various groups use the space. This information will contribute valuable insight for generating viable solutions to meet the goals of the community.

280+  
EMPLOYEES

45+  
STATES  
LICENSED

45+  
YEARS IN  
BUSINESS

ZWEIG  
GROUP

HOT FIRM  
LIST FOR 2018

TOP 500  
2018 ENR FIRM

115 East Hickory Street + Suite 300 + Mankato, MN 56001  
507.387.6651 + [www.is-grp.com](http://www.is-grp.com)

## RECENT SPORTS, RECREATION, AND AQUATICS PROJECTS

**Alexander Ramsey Park  
Master Plan**  
Redwood Falls, MN

**Centerville Municipal Pool**  
Centerville, IA

**Clarion Aquatic Center**  
Clarion, IA

**East Medicine Lake Park**  
Plymouth, MN

**Glen Park Historic Pool  
Restoration**  
River Fall, WI

**Goodhue Pool**  
Goodhue, MN

**Johnson Mueller Regional  
Athletic Complex**  
New Ulm, MN

**Levee Park + Main Street  
Improvements**  
Winona, MN

**Minnesota State University,  
Mankato Recreation +  
Athletic Fields**  
Mankato, MN

**Monroe County Aquatic  
Center**  
Albia, IA

**New Prague Baseball Field  
Upgrades**  
New Prague, MN

**Round Lake Park**  
Eden Prairie, MN

**Sibley Park**  
Mankato, MN

**Sugar Loaf Park Master Plan**  
Winona, MN

**Swea City Swimming Pool**  
Swea City, IA

**The Quarters Pool +  
Clubhouse**  
Various U.S. locations

ISG

## DESIGN DEVELOPMENT

During this phase, overall circulation, materials, and aesthetics will be considered. ISG will work closely with City staff to identify feasible options for comparison with the potential scope of improvements that may include:

- Zero entry
- Splash pad
- Updated equipment
- Bathhouse ADA compliance

A more detailed sizing of the new or improved facility amenities will be included, and basic floor plans will be identified during this process.

ISG will prepare two basic concept plans centered on City and stakeholder input. In addition, ISG will prepare a colored rendering of the selected final design concepts that can be used as a foundation to garner community support for the project. ISG will also prepare order of magnitude cost estimates for concepts to ensure proposed plans meet allotted budgets.

## COMMUNITY ENGAGEMENT, REVIEW, AND FINAL CONCEPT PLAN

### *Preliminary Concept Plan Review + Public Meetings*

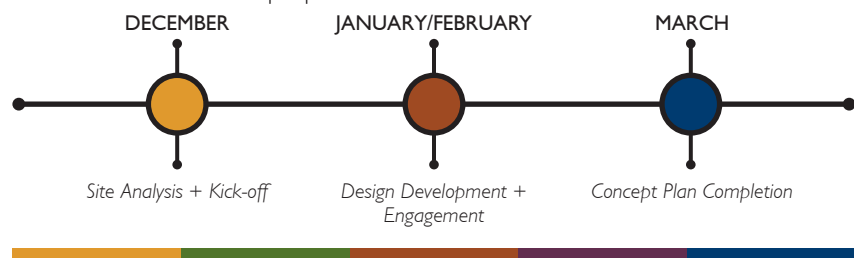
After the two concept plans are developed and submitted to the City for review, ISG will facilitate the following engagement activities and review meetings to select the preferred concept plan and gather input for design updates moving forward:

- City staff meeting
- Parks Department meeting
- Advisory Board meeting (if applicable)
- Public open house

Following these activities, ISG will prepare and submit meeting notes summarizing City and community feedback that will guide the development of a final concept plan. Once completed, the final concept plan will be submitted electronically for review and approval by the City.

## SCHEDULE

A 3-4 month process to accommodate the tasks outlined in this scope of work is recommended with the proposed timeline indicated below.



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## COMPENSATION

ISG proposes to provide the scope of services described within this proposal in accordance with the compensation outlined in the table below. Anticipated reimbursable expenses such as travel time, mileage expense, and printing costs are included.

TASK	COMPENSATION
Site Analysis + Kick-Off	\$4,800
Design Development	\$18,900
Community Engagement, Review, and Final Concept Plan	\$9,300
<b>TOTAL</b>	<b>\$33,000</b>

## ADDITIONAL SERVICES

Our goal for this proposal, like our services, is to be flexible to accommodate the requirements of this project. At your request, ISG is able to provide a subsequent proposal to assist with the necessary land surveying services, design, bid administration, permitting, visualization (still images), and construction phase services that may be necessary to facilitate pool improvement projects as they move forward. Additional services are also described in the ISG Added Value enclosure

ISG is eager to provide our custom, multidisciplinary approach to serve the immediate and long-term needs of the Marshall Aquatic Center. The enclosed handout outlines ISG's project team dedicated to the City of Marshall Aquatic Center improvements. We are prepared to begin work immediately upon acceptance of this proposal.

We look forward to helping the City of Marshall develop a strategic, effective improvement plan for your community's Aquatic Center. Thank you for the opportunity to provide responsive service, cost-effective solutions, and timely delivery.

Sincerely,



Bob Mickelson  
Senior Project Manager +  
Construction Administrator

Enclosed: ISG Project Team - Marshall Aquatic Center Renovations

ISG Added Value - Additional Capabilities

## FULL-SYSTEM QUALIFICATIONS

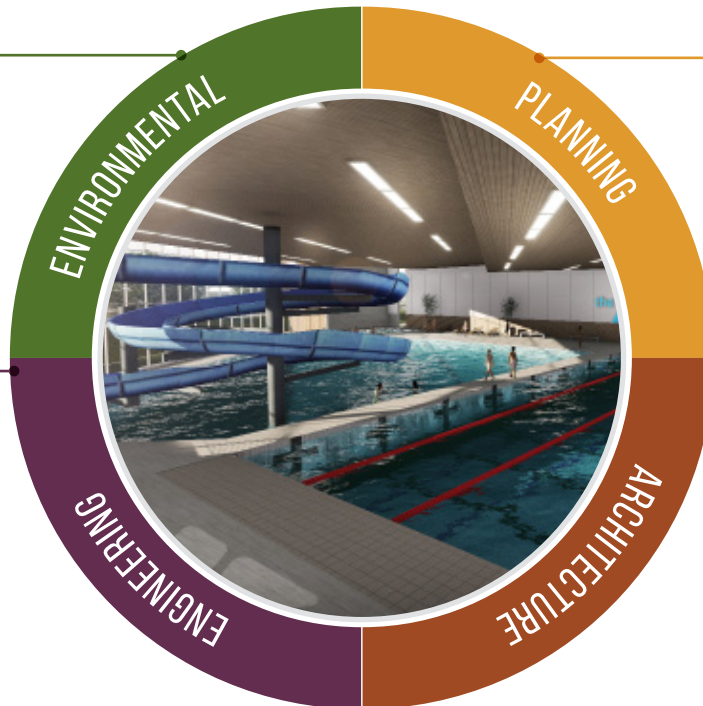
ISG promotes high levels of collaboration between our multi-disciplinary team of professionals, stakeholders, contractors, and outside agencies. This highly analytical process, coupled with an emphasis on producing measurable improvements, drives ISG's client-focused services each day. Below, and on the pages to follow, are a list of disciplines, tools, and professionals ISG has identified for the City of Marshall Aquatic Center project. Disciplines and services from the list below in **bold** reflect those that will or may be utilized, and the pages to follow outline the technical capabilities relative to the project.

### SUSTAINABILITY

Assessments  
Geographic Information Systems  
Permitting  
Planning + Feasibility  
Testing  
Stormwater Engineering

### INTEGRITY

<b>Civil Engineering</b>	Steam + Power
Drone Services	Structural Engineering
<b>Electrical Engineering</b>	<b>Surveying</b>
<b>Land Surveying</b>	Transportation
<b>Mechanical Engineering</b>	Engineering
<b>Municipal Engineering</b>	Water/Wastewater Engineering



### CONSENSUS

**Community Planning**  
Municipal Planning  
**Resource Planning**

### AESTHETIC

**Architecture**  
**Interior Design**  
**Landscape Architecture**  
Planning

## ISG'S TEAM

With over 45 years of firm experience that expands to clients nationwide, ISG's Sports and Recreation market expertise is backed by a group of responsive, creative, and resourceful landscape architects, civil, electrical and mechanical engineers, architects, and interior designers. These experts work as a sports and recreation specialty team dedicated to providing sophisticated strategies and ADA compliance solutions. Senior Landscape Architect, Amanda Prosser will serve as the overall project manager and be the primary point of contact making the Marshall Aquatic Center project top priority. Senior Construction Administrator, Bob Mickelson will serve as a construction administrator, providing a sound approach to consider how proposed improvements will impact maintenance and operations for City staff.



### LEADERSHIP TEAM

**Amanda Prosser** PLA, CPSI  
Associate Principal + Practice Group Leader  
**Bob Mickelson**  
Senior Project Manager + Construction Administrator

### ENGINEERING + DESIGN SERVICES

**Jeremy Wiesen** AIA, LEED AP  
Architect  
**Steve Schlaak** PE  
Senior Mechanical Engineer  
**Mike Nelson** PE  
Associate Principal + Practice Group Leader

**Jason Hoehn** PE  
Principal + Practice Group Leader  
**Staci Flemming** IIDA, LEED AP  
Senior Interior Designer  
**Michael Blank**  
Visualization Specialist



LICENSED GENERAL CONTRACTOR

## BOB MICKELSON

Senior Project Manager + Construction Administrator

*Combines project manager and construction administration experience that considers realistic day-to-day municipal operations and maintenance.*

Bob focuses his efforts on construction document review, cost estimating, contract administration, and review for constructibility. Bob will support the project manager through construction as the administrator of the contract between the owner and contractor. Bob has a strong background in the building trades, and brings a unique combination of hands-on experience in the business of contracting.

### RECENT PROJECTS

**Centerville Swimming Pool**  
Centerville, IA

**Goodhue Swimming Pool**  
Goodhue, MN

**New Prague Baseball Field Upgrades**  
New Prague, MN

**Forest City Athletic Facilities**  
Forest City, IA

**Minnesota State University, Mankato Recreation + Athletic Fields**  
Mankato, MN

**Waseca Water Park\***  
Waseca, MN

\*Projects completed at a previous firm



PROFESSIONAL LANDSCAPE ARCHITECT  
MIN Registration #46766

### ACADEMIC BACKGROUND

Bachelor of Landscape Architecture + Bachelor of Environmental Design, North Dakota State University - Fargo, ND

## AMANDA PROSSER PLA, CPSI

Associate Principal + Practice Group Leader

*Develops outdoor recreation designs that reflect the needs and character of each community.*

Amanda specializes in urban design, parks and recreation planning as well as development projects allowing her to gain a thorough understanding of local, state, and federal design requirements. She has served as project manager from concept designs to construction documents for an array of outdoor projects including water parks and splash pads, unique water features, state and local trails, athletic facilities, and parks and playgrounds. Amanda has also assisted several government agencies in preparing comprehensive park, trail, and open space system plans including those focused on natural resource integration and sustainability.

### RECENT PROJECTS

**Glen Park Historic Pool Restoration**  
River Falls, WI

**Alexander Ramsey Park Master Plan**  
Redwood Falls, MN

**Miller Park Splash Pad\***  
Eden Prairie, MN

**East Medicine Lake Park**  
Plymouth, MN

**Levee Park + Main Street Improvements**  
Winona, MN

**Round Lake Park Splash Pad\***  
Eden Prairie, MN

**West River Parkway + James I Rice Trail Improvements\***  
Minneapolis, MN

\*Projects completed at a previous firm



## JEREMY WIESEN AIA, LEED AP

Architect

*Engages staff and community members to gain valuable project insight and build community support.*

Jeremy designs vibrant park and pavilion structures for popular outdoor community spaces. New and renovated facility designs incorporate ADA integration that maximizes space in locker and bathroom areas. Throughout project development, Jeremy clearly communicates design intent with clients, consultants, and contractors with excellent capabilities in 3-D imaging, rendering, and presentation skills. His professional and personable approach encourages successful collaboration between all project stakeholders to ensure a comprehensive design process.

### LICENSED ARCHITECT

MN Registration #49451

### ACADEMIC BACKGROUND

Bachelor of Environmental Design, Minor in Business Administration, North Dakota State University - Fargo, ND; Master of Architecture, North Dakota State University - Fargo, ND

### RECENT PROJECTS

**The Quarters Pool + Clubhouse**  
Various U.S. locations

**Glen Park Historic Pool Restoration + Master Plan**  
River Falls, WI

**Boji Bay**  
Milford, IA

**Gault Park Pavilion**  
St. Peter, MN

**Johnson Park Baseball Facility**  
New Ulm, MN

**Riverfront Park Pavilion**  
Mankato, MN

**Thompson Memorial Fishing Pier, Spring Lake Park**  
North Mankato, MN



## STEVE SCHLAACK PE

Senior Mechanical Engineer

*Maximizes lifespans of existing equipment while addressing safety, energy efficiency, and future mechanical needs.*

Steve has worked on many diverse projects, which have included HVAC, plumbing, process engineering, and dehumidification solutions for a range of facilities including outdoor recreation areas. He analyzes the requirements for each specific facility and develops cost-efficient and energy efficient solutions, including variable air volume systems, demand control ventilation, chilled beams, induction displacement systems, and more.

### LICENSED MECHANICAL ENGINEER

MN Registration #45012

### ACADEMIC BACKGROUND

Bachelor of Science in Mechanical Engineering, University of Minnesota - Minneapolis, MN

### RECENT PROJECTS

**Centerville Swimming Pool**  
Centerville, IA

**District I Community Center**  
Black River Falls, WI

**Goodhue Swimming Pool**  
Goodhue, MN

**Nicollet County Health + Human Services**  
St. Peter, MN

**Swea City Swimming Pool**  
Swea City, IA





## MIKE NELSON PE

Associate Principal + Practice Group Leader

*Considers staffing and maintenance plans while designing for optimal operation among systems.*

Mike specializes in analysis of electrical requirements for a facility and developing innovative and economical solutions to meet client needs. He is responsible for coordination of electrical design for all aspects for projects, including lighting, equipment, computer and life safety systems. He has experience developing site lighting and photometric plans for outdoor educational, collegiate, recreational, and athletic facilities.

### LICENSED ELECTRICAL ENGINEER

MIN Registration #47560

### ACADEMIC BACKGROUND

Bachelor of Science in Electrical Engineering, Minnesota State University, Mankato – Mankato, MN

### RECENT PROJECTS

#### Faribault High School Swimming Pool

Faribault, MN

#### Goodhue Swimming Pool

Goodhue, MN

#### Centerville Swimming Pool

Centerville, IA

#### St. Peter Public Schools, New High School, Various Renovation Projects

St. Peter, MN

#### Maple River Public Schools, Various Renovations + Planning

Mapleton, MN

#### Mankato Area Public Schools, West High School Cafeteria Expansion, Science Lab, and Various Renovation Projects

Mankato, MN



## JASON HOEHN PE

Principal + Practice Group Leader

*Enhances conditions for safety and stability with reliable structural designs.*

Jason's client-centric design approach provides facility owners with structural systems that not only meets their needs, but also a delivers maximum return on their investment. Developing an understanding of the specific needs of each client through open communication allows Jason to identify the goals and expectations early in the design process. Due to this approach and outstanding customer service provided, Jason has developed many loyal, long-term relationships and a large base of repeat clients. His expertise and the ability to work collaboratively with all stakeholders in a project ensures that designs are cost-effective and efficient.

### LICENSED STRUCTURAL ENGINEER

MIN Registration #40422

### ACADEMIC BACKGROUND

Bachelor of Science in Civil Engineering, Iowa State University – Ames, IA

### RECENT PROJECTS

#### Minnesota State University, Mankato, various projects

Mankato, MN

#### Austin Public Schools, various renovation projects

Austin, MN

#### Albert Lea Public Schools, various renovation projects

Albert Lea, MN



## STACI FLEMMING IIDA, LEED AP

Senior Interior Designer

*Carefully considers client needs, operations, and purpose while addressing ADA requirements.*

A skilled space planner, proficient technician, and outstanding designer, Staci brings exceptional talent to each project. She has extensive experience in multiple aspects of interior architecture and design including concept development, space planning and analysis, interior finish and material selections, furniture, fixture, equipment layout, selection and coordination, ADA integration, and specifications.

Staci is keenly aware of the need to combine cost effectiveness and durability of materials and is able to meet these requirements while providing welcoming spaces for public users.

### CERTIFIED INTERIOR DESIGNER

MN Registration #C02022

### ACADEMIC BACKGROUND

Bachelor of Science in Interior Design, Minnesota State University, Mankato – Mankato, MN; Architectural Drafting Degree, South Central College – North Mankato, MN

### RECENT PROJECTS

Minnesota State University,  
Mankato Centennial Student Union  
Mankato, MN

Mankato Area Public Schools,  
Prairie Winds Middle School  
Mankato, MN

Mankato Area Public Schools,  
Dakota Meadows Middle School  
Expansion  
North Mankato, MN

Mankato Area Public Schools, Rosa  
Parks Elementary School  
Mankato, MN

Mankato Area Public Schools, Eagle  
Lake Elementary School Expansion  
+ Renovations  
Eagle Lake, MN

Saint Peter Public Schools, New  
High School + Various Renovation  
Projects  
St. Peter, MN



## MICHAEL BLANK

Visualization Specialist

*Showcases project vision through still images, animations, and virtual reality to give support to life concepts and build project support.*

Michael uses still images, animations, and interactive/virtual reality environments to capture the essence of a community's vision for the future in an easy to grasp format. Michael uses 3D visualization strategies to help communicate a vision in order to encourage community engagement, build consensus, and earn project support. With a passion for developing inspiring graphics, Michael utilizes an array of software in the rapidly evolving field of visualization that includes ArcMap, Infraworks, Sketchup, Lumion, Thea, Civil 3D, Adobe Premiere, and Photoshop. Michael's expertise using these highly specialized imaging tools provides clients a multi-layer understanding of how complex design and engineering decisions can take shape into reality.

### ACADEMIC BACKGROUND

Bachelor of Landscape Architecture; Bachelor of Science in Environmental Design, North Dakota State University - Fargo, ND

### RECENT PROJECTS

Blue Earth County Government  
Center Renderings  
Mankato MN

St. Peter High School Animation +  
Renderings  
St. Peter, MN

Centerville Pool Renderings  
Centerville, IA

Des Moines MPO Water Trails  
Animation  
Des Moines, IA

Dynamic Recycling Animation +  
Virtual Reality  
Onalaska, MN

Forest City Fine Arts Rendering  
Forest City, IA

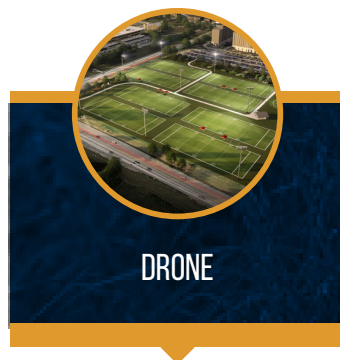


## ADDITIONAL CAPABILITIES

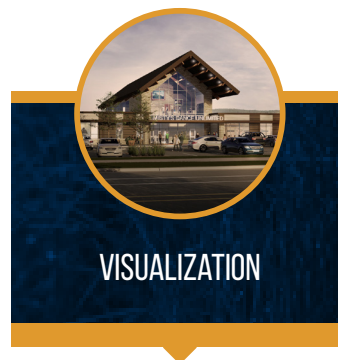
ISG's multi-disciplinary capabilities are what keep us competitive; our innovative specialty services and added-value solutions are what set us apart. We are constantly looking for ways to strengthen our value as project partners, and opportunities to increase the value, longevity, and versatility of the solutions and deliverable we provide. To do this, we've continued to bring new talent, specialties, and technologies to the firm, including the solutions and strategies outlined which below we believe could add even greater value to the City of Marshall Aquatic Center effort.



Highly technical information does not need to be dry and difficult to decipher. Utilizing a number of state-of-the-art computer software programs for design calculations as well as graphic documents, ISG can incorporate fresh graphics for visualizing data and showcasing trends, and supporting images, to transform the Marshall Aquatic Center into a modern facility to accommodate a variety of user needs.



ISG's in-house drone technology can be used in a wide array of applications to support the City's project needs. Using images collected during fly-overs, ISG's certified drone pilots can capture aerial survey photos, quickly model surfaces, monitor construction, and develop preliminary site plans more efficiently than traditional methods. In addition, footage can be used to create community engagement materials that allow stakeholders to be directly engaged in the project.

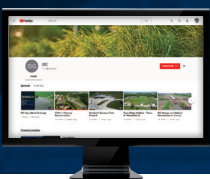


To help capture the essence of the City's vision in an easy to grasp format, ISG can utilize still images, video animation, plan production, and virtual reality technology to showcase concepts and plan elements. ISG's 3D Visualization specialist creates such interactive pieces that are used to build community engagement and consensus, and earn project support, which is especially beneficial for large scale community planning efforts.



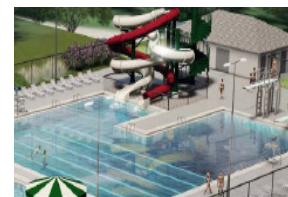
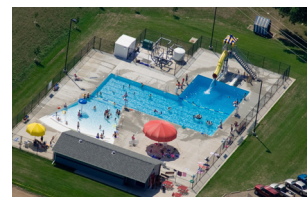
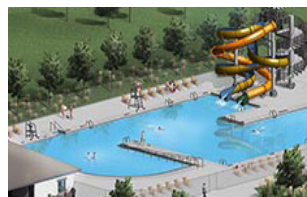
ISG understands the benefits of using impactful public engagement efforts to involve community members early and often throughout the planning effort to ensure designs integrate a holistic approach. Understanding that connectivity, wayfinding, and overall facility signage are critical to usability and safety, ISG's architecture and marketing groups can work together to incorporate and develop custom branding and wayfinding opportunities into overall planning efforts.

## CHECK IT OUT!



Visit the link below to view examples of ISG's drone and visualization work in action.

<http://bit.ly/2gPzTOW>



## ENGAGEMENT STRATEGY

Communication with the City of Marshall and residents should focus on balancing recreation needs with impact to the community at large, and increasing exposure to consistent project messaging through pieces shared with residents and staff, as well as visitors. Residents want to see their city's recreational amenities succeed. By bringing residents together with everyday users of the facility, a shared understanding and vision is created for how the Aquatic Center can serve as a greater community resource. ISG has a robust tool box of awareness, engagement, and communication tactics that can provide support through varying phases of the project.

### Awareness, Engagement, and Communication Tool Box



Visioning Sessions to Listen and Engage with Key Stakeholders and Community



Posters on Local Community Boards



Idea Engagement Wall - Statements on Favorite Memories or Hopes for New



Local Art T-Shirt Contest with City Art Classes (e.g. People's Choice, Faculty Choice, Kids Choice)



Hashtag and General Impact Statement Branding Effort (e.g. #MarshallWins)



Twitter Takeover



Open Comment Forum



PPT Video with Voiceover, 2-4 Minute Overview of Plan, Vision, and Process



Dedicated Page on City Website



Monthly Project Newsletter



Media Advisories and Earned Media Blitz



Custom Social Media Project Update Page

## AMERICANS WITH DISABILITIES ACT (ADA) DESIGN COMPLIANCE

One aspect of facility shortcomings that can become costly to address is accessibility. To minimize construction costs as much as possible, accessibility is fundamentally integrated throughout the design process at ISG and is a part of each of our renovation and new construction projects. We go beyond the basic requirements and look ahead to what industry related design issues may benefit our clients into the future.

ISG provides training and continuing education for our design professionals so they are able to effectively interpret current codes and anticipate upcoming design trends. These trends may include mobility and accessibility issues and a wide spectrum of user needs. ADA sheets are a part of our Contract Documents (CD's) and include a design guideline page with standards to be utilized during construction, as well as a section on code compliance outlining areas within the guidelines that correspond to the project.

