



CITY OF MARSHALL AGENDA ITEM REPORT

Presenter:	Preston Stensrud									
Meeting Date:	Tuesday, March 10, 2026									
Category:	NEW BUSINESS									
Type:	INFO/ACTION									
Subject:	Selection of Koch Hazard Architects for Architectural and Engineering Services for Design and Construction of New Bandshell at Liberty Park.									
Background Information:	<p>City of Marshall was awarded a grant from Commemorative Statues, Memorials, and Historic Preservation (CSMHP) Grant Program in the amount of \$498,000.</p> <p>The timeline in the MNHS Grant application and based on the project timeline stated below:</p> <ul style="list-style-type: none"> December 2025-Receive Notification of Grant Award January 2026-RFP for Consulting Engineering Firm March 2026-Consulting Engineering Firm Selected July 2026-Begin Pre-Engineering and Plans September 2026-Engineering and Plans Finalized January 2027-Project Specs Completed February 2027-Project Out for Bid for Phase April 2027-Bids Close, Bids Awarded May 2027-Construction Begins July 2027-Demolition, site grading is completed September 2027-Construction Completed June 2028-Grand Opening/Ribbon Cutting of New Facility <p>The city opted for the 2027 grant funding cycle as per MNHS grant guidelines:</p> <p>Project Timeline</p> <p>The funding allocation is distributed over two fiscal years, so applicants may receive funding for one or both years. Please note that all funds must be utilized by the end of their designated budget periods.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">Fiscal Year</th> <th style="width: 35%;">Earliest Project Start Date</th> <th style="width: 35%;">Latest Project End Date</th> </tr> </thead> <tbody> <tr> <td>2026</td> <td>January 1, 2026*</td> <td>June 30, 2027</td> </tr> <tr> <td>2027</td> <td>July 1, 2026*</td> <td>June 30, 2028</td> </tr> </tbody> </table> <p><small>*The project start date is subject to review under the Minnesota Historic Sites Act and the Minnesota Field Archaeology Act, which may delay the project start date stated above or listed in the grant agreement.</small></p> <p>This grant agreement allows the city to start the project as stated above.</p> <p>Requests for Proposals (RFP) were solicited for architectural services for the design of a new bandshell structure at Liberty Park starting in early January 2026 with all submittals due January 30th, 2026. A total of 11 RFPs were received.</p> <p>City staff reviewed and rated all proposals and on February 26th, staff interviewed 5 finalist firms. After review and deliberation, staff would recommend moving forward with Koch Hazard</p>	Fiscal Year	Earliest Project Start Date	Latest Project End Date	2026	January 1, 2026*	June 30, 2027	2027	July 1, 2026*	June 30, 2028
Fiscal Year	Earliest Project Start Date	Latest Project End Date								
2026	January 1, 2026*	June 30, 2027								
2027	July 1, 2026*	June 30, 2028								

Architects of Sioux Falls, SD to lead this project through design, engineering, acoustics, and construction. Koch Hazard's team brings vast experience in outdoor performance structures as well as park related projects. A copy of their proposal is included in the packet.

If authorized by Council, City Staff would work with Koch Hazard Architects finalize contract agreement with review of our legal counsel and in coordination with the Scope outlined in the RFP as follows:

SCOPE OF SERVICES

Project Establishment

The Firm will meet with City staff to establish project goals and objectives, understand the Project budget, investigate site locations if directed, and confirm the design program.

Schematic Design

Firm will provide a narrative, and schematic plans and sections for a newly constructed Bandshell. Firm will review preliminary schematic design drawings for the Project including support equipment building; adjacencies and circulation; traffic patterns; activity program; use of spaces and capabilities; project phasing; electrical and mechanical systems; architectural character and/or theming elements and landscaping.

Completion of conceptual and schematic designs and associated estimates of probable construction costs.

Public Outreach/Fundraising

One or more outreach meeting with the community, City Council, Committee/Board meetings necessary for approval of and input on final proposed concept design.

Assist the City with coordinating and managing private sector fundraising efforts associated with the Bandshell project, including attending necessary presentation meetings with identified funders.

Design Development

Firm will provide design development drawings of the Project markings and features in plan and section.

Construction Document Preparation

The Firm will prepare all architectural, structural, mechanical, electrical (including lighting/sound) and civil engineering, landscape and irrigation, bandshell drawings and general specifications and information for construction of the Project.

Bidding

Firm will assist in obtaining bids, answering questions during the bidding process, and in awarding and preparing construction contracts.

Construction Administration

Firm will provide part-time, prescribed observation during construction of the project to ensure the Project is built according to the design set forth in the documents. Firm will assist city engineering and building department's staff with project inspection and observation.

In addition, City Council appointed a Bandshell Advisory Committee a Bandshell Advisory Committee for the purpose providing input to the City in meeting the overarching goal to design a community-based bandshell with new design that enhances acoustics, while new landscaping syncs the design of the stage and surrounding environment; to ensure that future generations can continue to enjoy and benefit from this iconic community destination with a

	<p>bandshell design that is not only practical, but forward-looking so that the bandshell's future use can extend well beyond traditional concerts and performances.</p> <p>Once an agreement is in place staff and the advisory committee will begin working with the firm to gather input and ideas for new design in 2026 with bidding and construction taking place in 2027.</p>
Fiscal Impact:	Hourly, not to exceed \$97,633.00
Alternative/ Variations:	None recommended
Recommendations:	Authorize staff to work with Koch Hazard Architects for Architectural Services for Design of Bandshell at Liberty Park and Finalize Agreement.