

--MEMORANDUM--

TO: City Council

FROM: Gregory E. Buckley
City Manager



DATE: March 18, 2022

SUBJECT: Central Park West 365 Project: Contract for Balance of Design Services

In August 2021, the City Council authorized a contract for design services with Parkitecture + Planning to proceed with development of plans for the Central Park West 365 Project, up to the "30 percent design" level. The Council's action was to authorize the City Manager and City Clerk to execute a design services contract for services to be billed on a time and materials basis, with a total cost not to exceed \$45,000.

As you know, the preliminary design work provided by Parkitecture + Planning helped the citizen design committee and the City Council work through several project design issues, which were incorporated into the final concept plan for the project that was approved by the Council in November. With that approval by the City Council, we were able to proceed with further design development, and a project fund-raising committee has been able, working with City staff, to initiate a fund-raising drive for the project.

Things have gone pretty well on the fund-raising front: at Monday's meeting, I will report that donations and pledges now top \$450,000 on the way to our goal of \$800,000.

In order to stay with a timeline that calls for the project to be bid out by mid-summer (July) and constructed in the Fall of 2022 to Spring of 2023, it is now time to move ahead with the balance of the design work on the project.

Accordingly, I am requesting City Council authorization to contract with Parkitecture + Planning to complete the design work on the project, including full plans and specifications for bidding. Per the attached proposal, this will be at an additional cost not to exceed \$78,120.

Funds for this work are included in the 2022 Capital Budget for the Central Park West 365 Project (copy attached). That budget includes a line item of \$150,000 for "Other Services."

Assuming a contract is awarded for construction of the project, our design consultant estimates a cost of \$23,000 for "Post Design Assistance," such as construction inspection and administering pay requests on behalf of the City as owner. I will plan to ask for authorization for that phase of Parkitecture's services when a contract for construction of the project has been awarded. (Note: Design and construction inspection/admin. services are included in the project cost estimates that we have been working from.)

Recommended Action: Authorize the City Manager and City Clerk to execute a design services contract with Parkitecture +Planning, with services to be billed on a time and materials basis, total cost not to exceed \$78,120.

Account Number	Account Title (2020 Budget, Taxes Billed in 2019)	12/31/20 Prior year Actual	12/31/21 Cur Year Budget	09/30/21 Year-to-date Actual	Proj YE	2022 Budget	Change from Prev Budget	Percent Change
CENTRAL PARK RENOVATION FUND								
	REVENUES							
415-43580	GRANT PROCEEDS	\$ -	\$ -	\$ -	-	\$ -		
415-48500	DONATIONS	\$ -	\$ -	\$ -	-	\$ 800,000	\$ 800,000	
415-49110	PROCEEDS FROM DEBT	\$ -	\$ -	\$ -	-	\$ 205,000	\$ 205,000	
415-49223	TRANS FROM OTHER FUNDS	\$ -	\$ -	\$ -	-	\$ 351,215	\$ 351,215	
	TOTAL REVENUE	\$ -	\$ -	\$ -	-	\$ 1,356,215	\$ 1,356,215	
	EXPENDITURES							
415-55410-2900	OTHER SERVICES	\$ -	\$ -	\$ -	-	\$ 150,000	\$ 150,000	
415-55410-3900	OTHER SUPPLIES	\$ -	\$ -	\$ -	-	\$ -		
415-55410-5970	TRANSFER TO OTHER FUNDS	\$ -	\$ -	\$ -	-	\$ -		
415-55410-8200	CONSTRUCTION EXPENSES	\$ -	\$ -	\$ -	-	\$ 700,000	\$ 700,000	
415-55410-8210	CONTINGENCY	\$ -	\$ -	\$ -	-	\$ -		
	TOTAL EXPENDITURES	\$ -	\$ -	\$ -	-	\$ 850,000	\$ 850,000	
	NET INCOME (LOSS)	\$ -	\$ -	\$ -	-	\$ 506,215	\$ 506,215	
415-34100	Fund Balance - January 1	\$ -	\$ -	\$ -	-	\$ -		
	Fund Balance - December 31	\$ -	\$ -	\$ -	-	\$ 506,215		

This capital budget is being established in 2022 to account for City borrowing, grants and donations in support of the Central Park West 365 Project.

Budgeted revenues consist of:

--\$800,000 in "Donations," reflecting funds to be raised from donations or grants
 --\$205,000 in "Proceeds from Debt." This reflects planned 2022 City borrowing of \$250,000 for the project, \$45,000 of which will go to the Parks and Rec capital projects fund to reimburse funds advanced from that fund for preliminary design work in 2021. Another \$250,000 in City borrowing for the project is planned for 2023.

--\$351,215 in "Transfers from Other Funds," reflecting a \$300,000 grant from the West Foundation, \$43,715 received as a bequest from late Councilmember Jim Taddy, and \$7,500 in private donations received for this project in 2021, initially deposited in the Parks and Recreation capital fund.

With total project costs currently estimated at \$1.6 million, including design, engineering and contingency, this budget anticipates spending \$850,000 in 2022 and another \$750,000 in 2023. Goal is to bid out project in Summer 2022, with construction to be started in the Fall of 2022 and completed Spring 2023.

March 16, 2022

Greg Buckley
City Manager
City of Two Rivers
1717 E. Park Street
Two Rivers, WI 54241



Dear Greg:

Thank you for the opportunity to provide this proposal for the final detailed design and preparation of construction documents for the renovation of Central Park West. This will serve as an amendment to our ongoing schematic design effort.

As the fund raising efforts continue to yield fruitful results, the City wishes to be prepared for public bidding during the summer of 2022. The scope provided herein will complete the design and engineering and bid procurement process.

Assuming a favorable bid scenario, we have provided a separate task for assistance during post design and construction to help manage compliance with design intent.

Thank you very much for the opportunity!

Sincerely,



Blake Theisen, PLA, ASLA
Principal

Parkitecture + Planning
901 Deming Way, Suite 102
Madison, WI 53717

E blake@parkitecture.org
P 608.886.6808

SCOPE OF SERVICES

Construction Documents

- ◆ Design and Engineering for the proposed park and street conversion to include:
 - Demolition of existing facilities
 - Roadway plans for new West Park Street configuration
 - Site layout plans
 - Hardscape and wall layout plans and details
 - Grading, stormwater drainage, and erosion control plans
 - Utility plans (sanitary and water)
 - Site lighting and electrical distribution plans
 - Bandshell/stage plans
 - Restroom/concessions building plans
 - Splashpad feature and plumbing plans
 - Splashpad construction details
 - Artificial Ice retainer system (curbing, boards, etc)
 - Landscape/restoration plan
 - Site and paving construction details
 - Coordination with local sound/light company for stage systems and controls
- ◆ Assemble Opinion of Probable Construction Costs (OPC)
- ◆ Prepare Project Manual including front end documents and special provision specifications for public bidding
- ◆ Prepare and submit Local and State Permits
 - Local erosion control permit
 - Local stormwater permit for common plan of development improvements
 - Local street opening permit for utility laterals
 - WDNR Swimming Pool Discharge permit
 - State DSPS Plumbing Review
- ◆ Assist City with Public Bidding
 - Host bid documents on Quest CDN for public bidding
 - Answer bidder questions and issue addenda if needed
 - Facilitate bid opening and provide bid tabulation

OUTCOMES		
Meetings		
#1	60% Construction Plan Review Meeting with Design Team & City Staff	
#2	100% Construction Plan Review Meeting with Design Team & City Staff	
#3	Plan Commission and/or City Council Presentation	
#4-6	Park Board or Fund Raising Committee Meetings	
Document Deliverables – Final Construction Plan Phase		
#1	Opinion of Probable Costs Estimate	8.5x11 pdf
#2	Construction Plan Set for Bidding	11x17 pdf
#3	Project Manual (front end documents & special provisions)	8.5x11 pdf

Deliverables - Public Bidding Process		
#1	Prepare addenda if needed	
#2	Meeting to facilitate bid opening	
#3	Bid Tabulation and Recommendation Memo	

Post Design Assistance

- ◆ Construction Administration
 - Attend and facilitate regular construction meetings (12 anticipated)
 - Review submittals and shop drawings for design elements of the project
 - Administer contractor pay requests
 - Complete final walk-through and punch list at completion of project

OUTCOMES		
Public Bidding Process		
#1	Prepare addenda if needed	
#2	Meeting to facilitate bid opening	
#3	Bid Tabulation and Recommendation Memo	
Construction Administration		
#1	Facilitate Construction Meetings (provide agenda & meeting minutes) (12 meetings anticipated)	
#2	Review Submittals & Shop Drawings	
#3	Administer contractor pay requests	
#4	Administer final walk-through and provide punch list	

Responsibilities of Owner and Others

The City shall supply Parkitecture with Digital CAD topo and boundary survey of the project site. Coordination with local electrical utility for new lighting and building supply transformers shall be by owner. Any right-of-way abandonment, platting, etc shall be by owner. Ordering of soil borings and infiltration testing by owner, Parkitecture will assist with coordination.

Proposed Fee

For completion of the scope of services presented above, our proposed fees are time and materials (hourly rate - \$118) by task:

Construction Documents	\$ 78,120
Post Design Assistance	\$ 23,000 (Estimated) _____

The fees identified above shall be fixed unless substantial changes in the scope of work occur. P+P shall notify Client of substantial changes to the agreed upon scope of work and obtain approval prior to commencement of additional work.

Acceptance below signifies a notification to proceed with the scope outlined above. Formal contract documents shall follow.

Accepted by City of Two Rivers:

Date: