

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING
Circle Pines City Hall**

**February 10, 2026
7:00 P.M.**

AGENDA

1. Call to Order

2. Roll Call

Matt Percy, Mayor
Steve McChesney, Council Member
Nici Dorner, Council Member
Meagan Bachmayer, Council Member
Patrick Antonen, City Administrator

3. Setting of Agenda

Note: Consent Agenda items will be acted on with one motion unless a council member requests their placement on the regular agenda.

4. COMMENTS

- a. Taxpayer Comments
- b. Council Member Comments
- c. Mayor Comments

5. COMMITTEE REPORTS

- a. Police Governing Board

6. COUNCIL BUSINESS

a. Consent Agenda

<u>Items</u>	<u>Action</u>
1. Minutes - January 27, 2026 (Enclosed)	Approve
2. General Disbursements (Enclosed)	Approve
3. Police Disbursements (Enclosed)	Approve
4. Fire Disbursements (Enclosed)	Approve
5. Licenses (Enclosed)	Approve

Council Action _____

b. Park Improvement Plan – Design and Bidding Services Contact (Memo)

Council Action _____

c. _____

Council Action _____

7. ADJOURN TO WORKSESSION

**CITY OF CIRCLE PINES, MINNESOTA
REGULAR CITY COUNCIL MEETING**

**Tuesday, January 27, 2026
Minutes**

***Swearing in of Elected Officials:**
Council Member Meagan Bachmayer

1. CALL TO ORDER

Mayor Percy called the meeting to order at 7:00 p.m.

2. ROLL CALL

Council Members McChesney, Bachmayer, and Dorner were also present. City Administrator Antonen represented the staff.

3. SETTING OF AGENDA

The following changes were made to the agenda:
Add item: 5.c. Fire Protection Council to the Committee Reports

4. COMMENTS

a. Taxpayer Comments

There were no taxpayer comments.

b. Council Member Comments

There were no Council Member comments.

c. Mayor Comments

Mayor Percy commented on the following:

- Wednesday, January 21, 2026, Badging Ceremony and celebration at SBM Station 3
- Wednesday, January 28, 2026, Local Government Officials Meeting for Anoka County
- Immigration enforcement and ICE agents within our community
- Tuesday, February 3, 2026, Caucus Night (*starting point of the political process for an election year*)

5. COMMITTEE REPORTS

a. Fire Steering Committee

Member McChesney reported that the commission met on Thursday, January 15th, when the following topics were discussed.

- Calls/Incidents:
 - 2025 CFD Total Calls: 479
 - 44% were medical calls, 21% were fire calls, and the remaining were a variety of aid and hazmat-type calls.
- Staffing levels:
 - Unification of SBM Fire: 82 total responding firefighters; 17 from Centennial, 4 retired, and 1 departing firefighter
- Equipment:
 - Updates to Centennial Station 1, which is now SBM Station 4, which is the primary station for structure fires and houses the newest ladder truck.

A good meeting overall, and the fire department is in a good position moving forward.

Bachmayer commented on attending this first steering committee meeting as a member of the committee.

b. Utilities Commission

City Administrator Antonen reported that the commission met tonight at 5:00 pm, and the following items were discussed.

- A Notice was published on Friday, January 23, 2026, regarding gas prices and ways to help reduce overall costs.
- Update to Policy 12 & Policy 4: The proposed Policy 12 contains rate increases to sewer and storm sewer. The sewer flat rate increased from \$14.75 to \$15.78; the usage rate increased from \$6.15 to \$6.58 per 1,000 gallons; the storm sewer monthly rate increased from \$10.00 to \$10.50. The average consumer should anticipate an increase of about \$3.68 per month.
- The commission approved the hiring of the two workers for the Gas Maintenance and Public Works positions.

c. Fire Protection Council

Member McChesney reported that the council met on Friday, January 2nd, when the following items were discussed.

- The Preliminary Budget for 2027 was presented, proposing an increase of about 2%, which is planned to be approved in April.
- Elected Officer: the Chair is going to be the Andover Fire Chief
- Mutual Aid Updates: Mutual Aid Agreements and Box Alarm assignments
- Presentation: Pilot Project - Drones as First Responders
- Discussion: Establishing a county-wide Color Guard

6. COUNCIL BUSINESS

a. Consent Agenda Items:

1. Minutes – January 13, 2026
2. General Fund Disbursements
3. Police Disbursements
4. Fire Disbursements
5. 2025 Q4 General Fund Summary
6. Licenses

Motion: McChesney moved, seconded by Bachmayer, to approve the Consent Agenda as presented with noted changes.

Motion carried 4-0.

b. Centennial Utilities Commission Presentation – Chair Jan Kreminski

Mayor Percy introduced Centennial Utilities Commission Chair, Jan Kreminski.

Kreminski explained that this is more of an informational PowerPoint presentation to familiarize the council with the areas for which the utility plays a role. Included in the packet is the newsletter from the Minnesota Municipal Utility Association (MMUA), of which Centennial Utilities is a member, and which happens to include an article about our utility and when it was formed in 1959. There is information on the MMUA conference that takes place once a year and applies to our utility at the state and national levels, which includes topics on electric utilities, water utilities, and gas utilities.

Utility Presentation Summary:

The utility was established in 1659. It serves natural gas, water, sewer, and storm utilities.

Current Customers: Gas – 3,379; Water – 1,850; Sewer – 1,837; Stormwater – 1,837

Current Budget: Gas \$3,874,729; Water \$838,103; Sewer \$1,035,005; Stormwater \$306,416

- Key governance considerations:
 - Rate-setting authority
 - Budget oversight and comparisons
 - Staffing levels and allocations
 - Bond rating and financial impacts
- 2026 Priorities
 - Flushable Wipes & Fats, Oils, and Grease (FOG)
 - Increased maintenance demands and staff time impacts
 - The issue contributes to sewer blockages and system wear
 - Future considerations
 - Fluoride Management
 - Fluoride maintained at 0.75 ppm; meets state standards
 - System operating as intended
 - Future considerations
 - Source Water Contamination
 - Ongoing monitoring for (PFAS) Polyfluoroalkyl Substances and Manganese

- Existing manganese filtration is in place
- Future considerations
- Storm Water Management
 - Current: System is functional and meets needs
 - Routine maintenance continues
 - Future considerations
- Water Quality
 - The (IESF) Iron-Enhanced Sand Filter is performing effectively
 - Water quality standards are being met
 - Future considerations

c. Gas Maintenance/Public Works Maintenance Worker Positions

Antonen explained that this is a recommendation for the hiring of two Gas Maintenance and Public Works positions. Staff received 25 applications for the two open positions. The applications were scored, and 12 applicants were invited for an initial interview, and 5 applicants were invited back for a second interview.

After much discussion and careful consideration, the staff is recommending that the City Council and Utilities Commission approve Scott Nitti and Josh Dissing, whose applications have been provided for review, for the Gas Maintenance Public Works positions.

Motion: Dorner moved, seconded by McChesney, to approve the hiring of Scott Nitti and Josh Dissing for the Gas Maintenance Public Works positions.

Motion carried 4-0.

7. ADJOURNMENT

Motion: Bachmayer moved, seconded by McChesney, to adjourn the meeting at 7:47 p.m.

Motion carried 4-0.

Mayor

City Administrator

2026 License for Approval

All licenses on this list have insurance, bond & worker's comp if applicable, and have paid fee.

Date for Council Approval: 02/10/2026

	<u>Company</u>	<u>License type</u>
1	Hugo's Tree Care Inc. dba Hugo Tree	TREE SVC
2	HPMD Enterprises Inc. dba Aire Serv of East Central Minnesota	HVAC
3	Pure Comfort Solutions MN	HVAC
4	WJW Company dba Twin City Heating Air and Electric	HVAC
5	Central MN Tree Service LLC	TREE SVC
6	Matt's Tree Service LLC	TREE SVC
7		
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17		



CIRCLE PINES

200 Civic Heights Circle
Circle Pines, MN 55014
(763) 784-5898

www.ci.circle-pines.mn.us

Agenda Item 6.b.

Memo

To: City Council Members
From: Patrick Antonen
Date: February 5, 2026
Re: Park Improvement Plan – Design and Bidding Services

Staff has reviewed the proposal submitted by WSB to provide professional design and bidding services for the planned park improvement projects at Carl Eck Park and Baldwin Park. The proposals outlines scope of services and fees associated with preparing construction documents, coordinating necessary reviews, and assisting the City through the bidding process.

Staff finds the proposal to be complete, responsive to the City's needs, and consistent with prior project discussions and budget planning. WSB's familiarity with municipal infrastructure and park design will help ensure an efficient design process and competitive bidding environment.

Recommendation:

Staff recommends City Council formally accept the WSB proposal and authorize staff to execute an agreement for design and bidding services for the Carl Eck Park and Baldwin Park improvement projects.

PA

Enclosure(s): Carl Eck Final Design, Baldwin Final Design



January 26, 2026

Mr. Patrick Antonen
City Administrator
City of Circle Pines
200 Civic Heights Circle
Circle Pines, MN 55014

Re: Carl Eck Park Final Design and Bidding Services

Dear Mr. Antonen:

WSB is pleased to present this proposal to the City of Circle Pines for Final Design and Bidding services for the proposed improvements at Carl Eck Park. Our project understanding, scope of work, and proposed fees are listed below.

I. PROJECT UNDERSTANDING

The Park Master Plan for Carl Eck Park was adopted November 2025. The plan proposes a wide range of improvements throughout the park. It is our understanding that the City would like to move forward with the design and construction of the proposed improvements as shown in the master plan, with a total construction budget of approximately \$1.9 million.

The improvements identified in the park master plan include a new prefabricated community building with restrooms and a concessions space, a picnic pavilion, playground replacement, accessible walkway connections, maintenance drive improvements and associated utility enhancements. This contract will include Topographic Survey, Geotechnical Investigation, Preliminary and Final Construction Documents and Bidding Services.

WSB has included Emanuelson-Podas as our subconsultant to provide electrical design. Their services and fees are included as part of our proposal.

II. SCOPE OF SERVICES

1. PROJECT MANAGEMENT

- A. Project management is a key task included in each phase of the project. In each case, this task consists of management and administration, project coordination, and communication with the City staff and WSB personnel. Additional work included in this task involves attendance at a kick-off meeting as well as bi-weekly virtual check-in meetings with City staff to review progress. Proper completion of this task will allow for open lines of communication and routine updates on project issues, as well as keeping the project on schedule and within budget.

2. PREDESIGN SERVICES

- A. Topographic Survey
- B. WSB will perform field work and develop a topographical survey of the area to be developed. This survey will be prepared in AutoCAD format. The extent of the survey will be limited to the general development area for this project and will include:

- 1) Setting control suitable to use for the topographic survey and construction staking of the proposed improvements.
 - 2) Collecting topography information for the areas of the proposed improvements identified in the master plan.
 - 3) Processing the topographic data in Civil 3D to include all topographic features, contours, and TIN data.
- C. Geotechnical Investigation
- 1) WSB geotechnical services will perform subsurface borings, classify and analyze the soil samples, discuss groundwater issues, and prepare recommendations for foundation design, backfill, utility installation, and pavement sections in areas identified for proposed elements for schematic design purposes.
 - 2) WSB will complete a total of one (1) ten-foot (10') borings and two (2) fifteen-foot (15') borings for the project. Geotechnical report with recommendations for foundations of restroom building, pavilion structure, retaining walls, walking trails, utilities, fill placement and compaction, etc.
 - 3) Final Geotechnical Report will be prepared and included within the final Project Manual.
 - 4) It is assumed that City staff will clear snow or vegetation as needed for drill rig to access the site.
3. PRELIMINARY DESIGN
- A. Preliminary Site Design
- 1) Based on the desired program elements and priorities identified during the master planning process and reviewed at the kickoff meeting, the Preliminary Design task will include the preparation of written text, plans, photos, product info, and other drawings necessary to further describe the design, materials, colors, textures in sufficient detail for the City to envision the appearance and function of the proposed improvements.
 - 2) Prefabricated Building options and vendors will be thoroughly vetted to determine an appropriate building type, layout and vendor which will best meet the needs of the community.
 - 3) The drawings will include basic site layout, grading, removals plans, site utility plans, and preliminary details. Outline specifications, including general and technical sections, will be prepared.
 - 4) An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the City shall determine which of the improvements shall be included in the final design.
 - 5) WSB will facilitate a review meeting with City staff to gather feedback on the preliminary design. Based on comments and feedback received during the review meeting, WSB will revise the Preliminary Site Design package to present to a joint Council / Park Board meeting.
- B. Meeting summary for Preliminary design:
- a. Preliminary (30%) Design Review Meeting with City Staff
 - b. Preliminary Design Presentation to Council / Park Board.
4. Construction documents
- A. Construction Plans and Specifications
- 1) WSB will prepare final Construction Documents for the improvements as approved by the City for inclusion in this project. These documents shall include plans, details, and specifications in sufficient detail for the City to pursue competitive bids for the

construction of the improvements. Plans / specs will identify sequencing / phasing for construction activities, if needed. Specific scope of work for this task will include:

- a. Title Sheet
 - b. Site Removals Plan (includes clearing & grubbing and removals for impacted project area)
 - c. Site Layout Plan
 - d. Site Grading Plan
 - i. Erosion control and site SWPPP plans as necessary
 - ii. Analysis and design of the stormwater drainage and conveyance system consistent with stormwater management and permitting requirements.
 - iii. Spot elevations for key finished grade elements
 - iv. Grading will meet ADA compliance requirements for trails and other site facilities as appropriate for the project.
 - e. Site Utilities: Assumed reconnection to existing sanitary and water connections. Services will be sized for the new building needs.
 - f. Selection and locations for site amenities, as well as vendor coordination for the following items:
 - i. Play areas
 - ii. Spectator Seating
 - iii. Spectator protective netting
 - iv. Picnic tables
 - v. Trash receptacles
 - g. Storm water analysis and design.
 - i. Design storm sewer and BMPs as required based on LA site design.
 - ii. Watershed district permitting as needed
 - h. Pavement Designs and Typical Details
 - i. Miscellaneous Site Construction Details
 - j. Modifications to existing irrigation system water source and control location are included in our scope.
 - i. Note that a full redesign and reconstruction of the in-place irrigation system is not anticipated nor is it included in our scope of services.
 - k. Site Electrical Plans (Emanuelson-Podas, Inc.)
 - i. Site visit by electrical engineer to review existing power distribution.
 - ii. Electrical design to supply power for prefabricated restroom / concessions building and pavilion, based on load information provided by building vendor.
- 2) Prepare Technical Specifications and project manual.
 - 3) Prepare Final Cost Estimate

B. Playground Vendor Package:

- 1) Consultant will coordinate with City staff to facilitate an engagement survey to determine playground feature preferences.
 - a. Preferences Survey. WSB will develop a paper survey to be distributed to neighborhood residents. Results from this survey will be shared with vendors to develop quote submittal.
 - b. Public Input Survey on Design: Vendor quote packages will be shared with the public to obtain feedback and rankings of each vendor design.
 - c. Color Palette Preferences: Once a preferred vendor package is selected, color options will be shared with the public for overall preference for equipment colors.
- 2) WSB will prepare a formal quote package for bidding of play equipment with playground equipment vendors. These quote package documents shall include plans and specifications in enough detail for the Client to pursue competitive quotes for the play equipment installation.

- C. Meeting summary for final design:
 - a. 30% Design Review Meeting with City Staff
 - b. 60% Design Review Meeting
 - c. 90% Design Review Meeting
- D. Deliverables
 - 1) One complete paper and digital set of construction drawings, specifications, and estimate of probable construction costs at 30%, 60%, 90%, and 100% completion.

5. BIDDING SERVICES

A. Site Development Package

- 1) It is understood that the proposed improvements will be bid as one single package. WSB will package the final plans and specifications into the formal bidding documents. This task will include an internal QA/QC review of the final plans, quantities, and specifications.

WSB will submit the final contract documents to the City and request authorization to advertise the project for bidding. We will prepare the ad for bid, coordinate the advertising, and coordinate the bid opening. WSB will receive and respond to bidder inquiries concerning the plans, specifications, and intent of the project. Logs of all inquiries will be kept and maintained to document inquiries. WSB will attend the project bid opening with the City.

WSB will review the low bidder's bid proposal, contractor's / subcontractor's relative experience and performance on similar projects, references, nature, and extent of other similar contracts, whether or not the contractor or subcontractors have ever been denied contract award, and any other information that would affect the ability of the contractor to perform the work. Based on this information, WSB will make a recommendation regarding award of contract.

B. Playground Quote Package

- a. WSB will distribute the playground quote package to product vendors for play area features.
- b. Following quoting, WSB will review vendor submittals with Client and select vendor. The selected vendor will enter into an agreement through a state purchasing agreement for the purchase, delivery, and installation of play equipment.

III. EXCLUSIONS

- 1. The following items are excluded from this Agreement; however, Consultant can provide these professional services for additional compensation by amendment to this Agreement.
 - A. Wetland delineation and/or mitigation
 - B. Special inspections
 - C. Hazardous waste engineering
 - D. Archeological services
 - E. Ecological design services
 - F. Construction Administration Services
 - G. Construction Staking
 - H. Construction Materials Testing

IV. ADDITIONAL SERVICES

Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

V. COMPENSATION

The scope of services outlined above will be provided for an hourly not-to-exceed fee of \$157,524. Fee includes an estimated allowance of \$1,850 for permitting fees. Final permit fees will be determined by the permitting agencies and billed as a pass-through reimbursable expense with no mark-up.

The attached fee table provides an overview of fees that are broken into the main categories of work.

VI. ACCEPTANCE

We will review our progress monthly and will not exceed these amounts unless the scope changes and prior written approval is obtained.

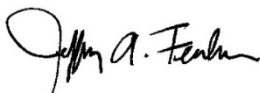
If you agree with this proposal, please sign below and return one copy to WSB. WSB will provide the City with a Professional Services Agreement for the work. We are available to begin work once we receive signed authorization.

Should the City request additional services outside of the outlined scope of services, we will work with you to develop the scope and fee for additional services via amendment.

WSB appreciates this opportunity to continue to provide services to the City of Circle Pines. Please contact Jeff at 612.328.6682 if you have any questions or comments regarding this proposal.

Sincerely,

WSB



Jeff Feulner, PLA
Senior Landscape Architect, Associate



Jason Amberg, PLA, ASLA
Principal / Director of Landscape Architecture

ACCEPTED BY:

City of Circle Pines, Minnesota

Name _____

Title _____

Date _____



Estimate of Fees - Exhibit A

City of Circle Pines

Carl Eck Park

Professional Services for Construction Documents and Bidding

Phase	Description	Estimated Hours															Total Hours	Cost		
		Principal	Project Manager	Landscape Architecture QA/QC	LA Irrigation Design	LA Support	Municipal Engineering Coordination	Municipal Engineer	Water Res. Project Manager	Water Res. Project Engineer	Natural Resources Technician	SWPPP Specialist	Constructability Review	Admin	Project Controls	Survey Coordinator			Survey Crew	
		Jason Amberg	Jeff Feulner	Bob Slipka	Jared Lee	John Owen	Eric Eckman	Brandon Movall	Laura Rescorla	Sarah Risius	Chaldelia Browne	TBD	Paul Kyle	TBD	Sean Sabeti-Oseid	Jim Barich	Two-Person			
1	PreDesign																			
1.1	Project Management & Controls	6	12				4								4			26	\$ 5,382	
1.2	Topo Survey / Base Mapping		1			2										9	36	48	\$ 12,140	
Phase 1 Total Estimated Hours and Fee		6	13			2	4								4	9	36	48	\$ 17,522	
2	Preliminary Design																			
2.1	Kickoff Meeting with Client		3			3												6	\$ 957	
2.2	Project Site Visit		4			4												8	\$ 1,276	
2.3	Preliminary Design Plans	2	24	4	6	72	2	6	6	6	4							132	\$ 21,008	
2.4	Building Vendor Coordination / Exploration		8			16												24	\$ 3,592	
2.5	Preliminary Design Review Meeting with City		3			3												6	\$ 957	
2.6	Presentation to Park Board/Council		3			3												6	\$ 957	
Phase 2 Total Estimated Hours and Fee		2	45	4	6	101	2	6	6	6	4							182	\$ 28,747	
3	Final Design																			
3.1	60% Plans and Specs	2	40	6	4	80	2	16	6	10			6					172	\$ 29,134	
3.2	60% Estimate		6		2	8												16	\$ 2,518	
3.3	Building Vendor Coordination		4			12												16	\$ 2,316	
3.4	60% Review Meeting with City		3			3												6	\$ 957	
3.5	60% Presentation to Park Board/Council		3			3												6	\$ 957	
3.6	90% Plans and Specs	2	32	6	6	72	2	16	7	10		12	4	4				173	\$ 28,887	
3.7	90% Estimate		6		4	6												16	\$ 2,602	
3.8	Building Vendor Coordination		4			12												16	\$ 2,316	
3.9	Playground Vendor Quote package		12			32												44	\$ 6,428	
3.10	90% Review Meeting with City		3			3												6	\$ 957	
3.11	100% Plans and Specs	2	16			40	2	12	4	6			4					86	\$ 14,274	
3.12	100% Estimate		4			4												8	\$ 1,276	
3.13	Presentation to Park Board/Council for authorization to bid		3			3												6	\$ 957	
Phase 3 Total Estimated Hours and Fee		6	136	12	16	278	6	44	17	26		12	10	8				571	\$ 93,579	
4	Bidding																			
4.1	Administer Bidding and Issue Addenda		4		2	8								4				18	\$ 2,612	
4.2	Conduct Bid Opening		2															2	\$ 378	
4.3	Prepare Bid Tabulation and Recommendation		2											4				6	\$ 850	
Phase 4 Total Estimated Hours and Fee			8		2	8								10				28	\$ 4,076	
Total Estimated Hours		14	202	16	24	389	12	50	23	32	4	12	10	18	4	9	36	855		
Average Hourly Billing Rate		\$ 263	\$ 189	\$ 228	\$ 172	\$ 130	\$ 263	\$ 228	\$ 215	\$ 155	\$ 132	\$ 150	\$ 263	\$ 118	\$ 121	\$ 199	\$ 275		\$ 143,924	
Subtotal Base Fee by Labor Classification		\$ 3,682	\$ 38,178	\$ 3,648	\$ 4,128	\$ 50,570	\$ 3,156	\$ 11,400	\$ 4,945	\$ 4,960	\$ 528	\$ 1,800	\$ 2,630	\$ 2,124	\$ 484	\$ 1,791	\$ 9,900			
5	Subconsultants																			
	WSB Geotechnical																			\$ 6,000
	Electrical Subconsultant (Emanuelson- Podas)																			\$ 5,750
Subconsultant Total Fee																				\$ 11,750
6	Reimbursables																			
	DLI Permitting Fee																			\$ 750
	NPDES Permit																			\$ 600
	Other Reimbursables																			\$ 500
Total Estimated Reimbursables																				\$ 1,850
TOTAL PROFESSIONAL SERVICES FEE																			\$ 157,524	



February 5, 2026

Mr. Patrick Antonen
City Administrator
City of Circle Pines
200 Civic Heights Circle
Circle Pines, MN 55014

Re: Baldwin Park Final Design and Bidding Services

Dear Mr. Antonen:

WSB is pleased to present this proposal to the City of Circle Pines for Final Design and Bidding services for the proposed improvements at Baldwin Park. Our project understanding, scope of work, and proposed fees are listed below.

I. PROJECT UNDERSTANDING

The Park Master Plan for Baldwin Park was adopted November 2025. The plan proposes a wide range of improvements throughout the park. It is our understanding that the City would like to move forward with the design and construction of the proposed improvements as shown in the master plan, with a total construction budget of approximately \$2 million.

The improvements identified in the master plan include remodeling of the existing park building restrooms and public space, picnic pavilion, playground replacement, pickleball court facility, upgraded baseball dugouts, accessible walkway connections, parking lot, maintenance drive improvements and associated utility enhancements. This contract will include Geotechnical Investigation, Preliminary and Final Construction Documents and Bidding Services.

WSB has included HCM Architects as our subconsultant to provide architectural design for the building remodel and maintenance garage. We have also included Emanuelson-Podas as our subconsultant to provide electrical design. Their services and fees are included as part of our proposal.

II. SCOPE OF SERVICES

1. PROJECT MANAGEMENT

A. Project management is a key task included in each phase of the project. In each case, this task consists of management and administration, project coordination, and communication with the City staff and WSB personnel. Additional work included in this task involves attendance at a kick-off meeting and at progress meetings with City staff. Proper completion of this task will allow for open lines of communication and routine updates on project issues, as well as keeping the project on schedule and within budget.

2. PREDESIGN SERVICES

A. Geotechnical Investigation

- 1) WSB geotechnical services will perform subsurface borings, classify and analyze the soil samples, discuss groundwater issues, and prepare recommendations for foundation design, backfill, utility installation, and pavement sections in areas identified for proposed elements for schematic design purposes.
- 2) WSB will complete the following standard penetration test borings for the project:
 - a. Four (4) five-foot (5') borings
 - b. Five (5) ten-foot (10') borings
 - c. One (1) fifteen-foot (15') boring.
- 3) Geotechnical report will be compiled with recommendations for foundations of building, pavilion structure, courts, walking trails, utilities, fill placement and compaction, etc.
- 4) Final Geotechnical Report will be prepared and included within the final Project Manual.

3. PRELIMINARY DESIGN

A. Preliminary Site Design

- 1) Based on the desired program elements and priorities identified during the master planning process and reviewed at the kickoff meeting, the Preliminary Design task will include the preparation of written text, plans, photos, product info, and other drawings necessary to further describe the design, materials, colors, textures in sufficient detail for the City to envision the appearance and function of the proposed improvements.
- 2) The Site design drawings will include basic site layout, grading, removals plans, site utility plans, and preliminary details. Outline specifications, including general and technical sections, will be prepared.
- 3) An estimate of the cost to construct these improvements will be refined based on these documents. From this estimate the City shall determine which of the improvements shall be included in the final design.
- 4) WSB will facilitate a review meeting with City staff to gather feedback on the preliminary design. Based on comments and feedback received during the review meeting, WSB will revise the Preliminary Site Design package to present to a joint Council / Park Board meeting.

B. Preliminary Architectural Design

- 1) Existing Building Renovation Alternatives
 - a. We will develop two distinct renovation approaches for the existing Parks facility to support the City's decision-making process:
 - i. Option A Base Design – Code Compliance: Renovation of toilet room facilities to achieve current code compliance and ADA standards.
 - ii. Option B Enhanced Renovation: Implementation of Option A improvements, plus interior renovation and reconfiguration to accommodate storage needs and a multiuse community room.
 - iii. Not included in this scope: Energy code compliance upgrades, new exterior envelope, exterior finish updates, and associated building system enhancements. If, through the design process, it becomes desired to make significant improvements to the building envelope, an amendment will be prepared to address these additional design features.
- 2) Equipment Storage Building Design
 - a. Prepare comprehensive schematic design for a new Parks equipment storage garage on-site.
 - b. Coordinate with site constraints and existing facility requirements
 - c. Develop preliminary narratives for MEP systems and structural / foundation systems.
- 3) Estimate of Probable Cost

- a. Prepare high-level cost estimates for all three building renovation alternatives and storage building.
- C. Meeting summary for Preliminary design:
 - a. Preliminary (30%) Design Review Meeting with City Staff
 - b. Preliminary Design Presentation to Council / Park Board.
4. CONSTRUCTION DOCUMENTS
 - A. Construction Plans and Specifications
 - 1) WSB will prepare final Construction Documents for the improvements as approved by the City for inclusion in this project. These documents shall include plans, details, and specifications in sufficient detail for the City to pursue competitive bids for the construction of the improvements. Plans / specs will identify sequencing / phasing for construction activities, if needed. Specific scope of work for this task will include:
 - a. Title Sheet
 - b. Site Removals Plan (includes clearing & grubbing and removals for impacted project area)
 - c. Site Layout Plan
 - d. Site Grading Plan
 - i. Erosion control and site SWPPP plans as necessary
 - ii. Analysis and design of the stormwater drainage and conveyance system consistent with stormwater management and permitting requirements.
 - iii. Spot elevations for key finished grade elements
 - iv. Grading will meet ADA requirements for handicap accessible trails and other site facilities as appropriate for the project.
 - e. Site Utilities: Assumed reconnection to existing sanitary and water connections. Services will be sized for the new building needs.
 - f. Selection and locations for site amenities, as well as vendor coordination for the following items:
 - i. Play areas
 - ii. Spectator Seating
 - iii. Spectator protective netting
 - iv. Picnic tables
 - v. Trash receptacles
 - g. Storm water analysis and design.
 - i. Design storm sewer and BMPs as required based on LA site design.
 - ii. Watershed district permitting as needed
 - h. Pavement Designs and Typical Details
 - i. Miscellaneous Site Construction Details
 - j. Modifications to existing irrigation control location are included in our scope. A full reconstruction of the in-place irrigation system is not anticipated.
 - k. Coordinate all architectural, structural, and mechanical/electrical/plumbing design elements for building renovation and storage facility (HCM).
 - l. Site Electrical Plans (Emanuelson-Podas, Inc.)
 - i. Site visit by electrical engineer to review existing power distribution.
 - ii. Electrical design to supply power for prefabricated restroom / concessions building and pavilion, based on load information provided by building vendor.
 - 2) Prepare Technical Specifications and assemble project manual.
 - 3) Prepare Final Cost Estimate
 - B. Playground Vendor Quote
 - 1) Consultant will coordinate with City staff to facilitate an engagement survey to determine playground feature preferences.

- a. Preferences Survey. WSB will develop a survey to be distributed to neighborhood residents. Results from this survey will be shared with vendors to develop quote submittal.
 - b. Park Board Input on Design: Vendor quote packages will be shared with the Park Board to obtain feedback and rank each vendor design.
 - c. Color Palette Preferences: Once a preferred vendor package is selected, color options will be shared with the Park Board and the public for overall preference for equipment colors.
- 2) WSB will prepare a formal quote package for bidding of play equipment with playground equipment vendors. These quote package documents shall include plans and specifications in enough detail for the Client to pursue competitive quotes for the play equipment installation. Following quoting, the selected vendor would enter into an agreement through a state purchasing agreement for the purchase, delivery, and installation of play equipment.
- a. Develop quote package materials for soliciting quotes from product vendors for play area features.
 - b. Review vendor submittal with Client and select vendor.
- C. Meeting summary for final design:
- a. 30% Design Review Meeting with City Staff
 - b. 60% Design Review Meeting
 - c. 90% Design Review Meeting
- D. Deliverables
- 1) One complete paper and digital set of construction drawings, specifications, and estimate of probable construction costs at 30%, 60%, 90%, and 100% completion.
5. BIDDING SERVICES
- A. It is understood that the proposed improvements will be bid as one single package. WSB will package the final plans and specifications into the formal bidding documents. This task will include an internal QA/QC review of the final plans, quantities, and specifications.

WSB will submit the final contract documents to the City and request authorization to advertise the project for bidding. We will prepare the ad for bid, coordinate the advertising, and coordinate the bid opening. WSB will receive and respond to bidder inquiries concerning the plans, specifications, and intent of the project. Logs of all inquiries will be kept and maintained to document inquiries. WSB will attend the project bid opening with the City.

WSB will review the low bidder's bid proposal, contractor's / subcontractor's relative experience and performance on similar projects, references, nature, and extent of other similar contracts, whether or not the contractor or subcontractors have ever been denied contract award, and any other information that would affect the ability of the contractor to perform the work. Based on this information, WSB will make a recommendation regarding award of contract.

III. EXCLUSIONS

1. The following items are excluded from this Agreement; however, Consultant can provide these professional services for additional compensation by amendment to this Agreement.
 - A. Wetland delineation and/or mitigation
 - B. Special inspections

- C. Sanitary Lift Station Design
- D. Archeological services
- E. Ecological design services
- F. Construction Administration Services
- G. Construction Staking
- H. Construction Materials Testing
- I. Building energy code compliance upgrades, new exterior envelope, exterior finish updates, and associated building system enhancements.

IV. ADDITIONAL SERVICES

Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

V. COMPENSATION

The scope of services outlined above will be provided for an hourly not-to-exceed fee of \$244,885. Fee includes an estimated allowance of \$3,900 for reimbursable expenses. Final permit fees will be determined by the permitting agencies and billed as a pass-through reimbursable expense with no mark-up.

The attached fee table provides an overview of fees that are broken into the main categories of work.

VI. ACCEPTANCE

We will review our progress monthly and will not exceed these amounts unless the scope changes and prior written approval is obtained.

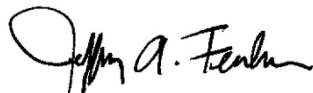
If you agree with this proposal, please sign below and return one copy to WSB. WSB will provide the City with a Professional Services Agreement for the work. We are available to begin work once we receive signed authorization.

Should the City request additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

WSB appreciates this opportunity to continue to provide services to the City of Circle Pines. Please contact Jeff at 612.328.6682 if you have any questions or comments regarding this proposal.

Sincerely,

WSB



Jeff Feulner, PLA
Senior Landscape Architect, Associate



Jason Amberg, PLA, ASLA
Principal / Director of Landscape Architecture

ACCEPTED BY:

City of Circle Pines, Minnesota

Name _____

Title _____

Date _____



Estimate of Fees - Exhibit A

City of Circle Pines

Baldwin Park

Professional Services for Construction Documents and Bidding

Phase	Description	Estimated Hours														Total Hours	Cost	
		Principal	Project Manager	Landscape Architecture QA/QC	Irrigation Design	Landscape Architect	LA Support	Municipal Engineering Coordination	Municipal Engineer	Water Res. Project Manager	Water Res. Project Engineer	Natural Resources Technician	SWPPP Specialist	Constructability Review	Admin			Project Controls
		Jason Amberg	Candace Amberg	Bob Slipka	Jared Lee	Laura Detzler	Tyler Powers	Eric Eckman	Brandon Movall	Laura Rescorla	Sarah Risius	Chaldelia Browne	TBD	Paul Kyle	TBD	Sean Sabeti-Oseid		
1	PreDesign																	
1.1	Project Management & Controls	4	12			8		4								4	32	\$ 6,700
1.2	Kickoff Meeting with Client		3			3											6	\$ 1,200
	Phase 1 Total Estimated Hours and Fee	4	15			11		4								4	32	\$ 7,900
2	Preliminary Design																	
2.1	Project Site Visit		3			3	3										9	\$ 1,539
2.2	Schematic Design Plans	2	8	2	2	16	48	2	6	6	6	4					102	\$ 15,968
2.3	Building Remodel Coordination		8			8	12										28	\$ 4,556
2.4	Schematic Design Review Meeting with City		3			3											6	\$ 1,200
2.5	Presentation to Park Board/Council		3			3											6	\$ 1,200
	Phase 2 Total Estimated Hours and Fee	2	25	2	2	33	63	2	6	6	6	4				151	\$ 24,463	
3	Final Design																	
3.1	60% Plans and Specs	2	8	6	4	40	80	2	16	6	10		6				180	\$ 28,918
3.2	60% Estimate		4			8											12	\$ 2,288
3.3	Building Remodel Coordination		4			4	8										16	\$ 2,504
3.4	60% Review Meeting with City		3			3											6	\$ 1,200
3.5	Presentation to Park Board/Council		3			3											6	\$ 1,200
3.6	90% Plans and Specs		8	4	4	32	72	4	24	7	10		12	4	4		185	\$ 29,967
3.7	90% Estimate		2			6	6										14	\$ 2,166
3.8	Building Remodel Coordination		4			4	4										12	\$ 2,052
3.9	Playground Vendor Quote package		4	2		12	32										50	\$ 7,048
3.10	90% Review Meeting with City		3			3											6	\$ 1,200
3.11	100% Plans and Specs	2	8			16	40	1	8	4	6				4		89	\$ 13,971
3.12	100% Estimate		2			4	4										10	\$ 1,596
3.13	Presentation to Park Board/Council		3			3											6	\$ 1,200
	Phase 3 Total Estimated Hours and Fee	4	56	12	8	138	246	7	48	17	26		12	10	8		372	\$ 95,310
4	Bidding																	
4.1	Administer Bidding and Issue Addenda		2			4	8								4		18	\$ 2,520
4.2	Conduct Bid Opening					2											2	\$ 344
4.3	Prepare Bid Tabulation and Recommendation		2			2									4		8	\$ 1,272
	Phase 4 Total Estimated Hours and Fee		4			8	8								10		30	\$ 4,372
	Total Estimated Hours	10	100	14	10	190	317	13	54	23	32	4	12	10	18	4	811	
	Average Hourly Billing Rate	\$ 263	\$ 228	\$ 228	\$ 172	\$ 172	\$ 113	\$ 263	\$ 228	\$ 215	\$ 155	\$ 132	\$ 150	\$ 263	\$ 118	\$ 121		\$ 132,045
	Subtotal Base Fee by Labor Classification	\$ 2,630	\$ 22,800	\$ 3,192	\$ 1,720	\$ 32,680	\$ 35,821	\$ 3,419	\$ 12,312	\$ 4,945	\$ 4,960	\$ 528	\$ 1,800	\$ 2,630	\$ 2,124	\$ 484		
5	Subconsultants																	
5.1	Architecture Subconsultant (HCM) - Storage Bldg																	\$ 40,740
5.2	Architecture Subconsultant (HCM) - Bldg SD																	\$ 9,750
5.3	Architecture Subconsultant (HCM) - Bldg DD																	\$ 12,650
5.4	Architecture Subconsultant (HCM) - Bldg CD																	\$ 31,300
5.6	Site Electrical Subconsultant (Emanuelson Podas)																	\$ 4,000
5.7	Geotechnical Exploration (WSB)																	\$ 10,500
	Subconsultant Total Fee																	\$ 108,940
6	Reimbursables																	
	WSB - Reimbursables																	\$ 1,500
	HCM - Reimbursables																	\$ 2,400
	Total Reimbursables																	\$ 3,900
	TOTAL PROFESSIONAL SERVICES FEE																	\$ 244,885