

City of Hastings

To: Honorable Mayor & City Council
From: Nick Egger – City Engineer
Date: October 17, 2013
Re: Accept Proposals - 2014 Downtown Pavement Rehabilitation, Parking Lot, & Levee Park Improvements Project

Council Action Requested:

Council is requested to accept proposals from consultants for assisting the City with a scoping study and prioritizing of various infrastructure and park facility improvements in the Downtown district that would be constructed starting in 2014.

Background Information:

The City requested and received proposals from three multidisciplinary consulting firms. The firms furnished their proposals in early October and City staff reviewed the proposals during the week of October 7th. Each firm submitted very impressive and well crafted proposals, each with their own unique approach to working through the project scoping process. In conclusion, each firm demonstrated a formidable understanding of the work at hand, and City staff felt that any one of the three has adequate capability of performing the project work. In the end, cost was the deciding factor, as staff is recommending acceptance of proposals and award of the work to Bolton & Menk, Inc.

<u>Consulting Firm</u>	<u>Total Cost</u>
Bolton & Menk, Inc.	\$34,500.00
WSB & Associates, Inc.	\$49,222.50
Short, Elliot, Hendrickson, Inc.	\$59,000.00

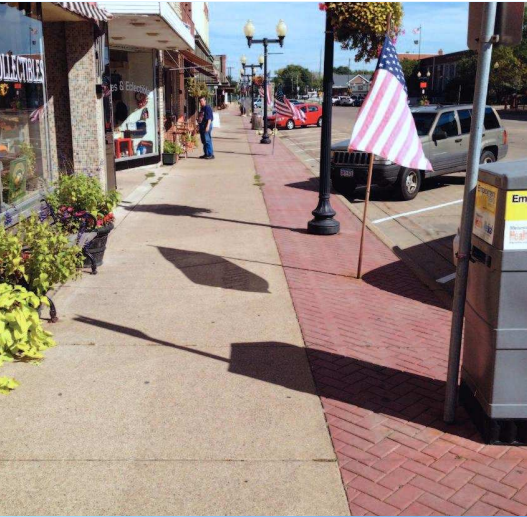
Work on the scoping study is tentatively scheduled to begin by early November, and will include multiple collaborative meetings and public outreach sessions with project stakeholders to formulate the preferred alternatives for each project feature. It is anticipated that the final scoping study document and recommendations to the City Council for adoption of project features will occur in April-May of 2014, with final project design and bidding to follow shortly thereafter. Construction is slated to begin in the latter half of the summer of 2014, wrapping up in the fall of 2014.

Financial Impact:

The lowest cost proposal was furnished by Bolton & Menk at \$34,500.

Attachments:

The three project proposals have been attached for reference.

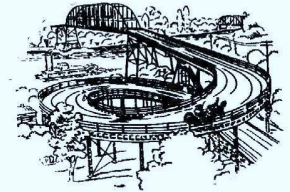


Proposal for

Downtown Street, Parking Lot, and Levee Park Improvements

City of Hastings

October 4, 2013



Hastings on the Mississippi

Submitted by:

Bolton & Menk, Inc.
12224 Nicollet Avenue
Burnsville, MN 55337
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Contact:

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Consulting Engineers & Surveyors

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October 4, 2013

Mr. Nick Egger, P.E.
 City Engineer
 City of Hastings
 1225 Progress Drive
 Hastings, MN 55033

RE: Proposal for Professional Engineering and Architect Services – Downtown Street, Parking Lot and Levee Park Improvements

Dear Nick:

Enclosed, please find our proposal for the City of Hastings' Downtown Street, Parking Lot and Levee Park Improvements. We sincerely appreciate this opportunity to present our qualifications for this important and unique project. We believe our team of highly qualified professionals and extensive experience on similar downtown and park projects will help the City, its local downtown businesses and stakeholders to embrace a final vision that encompasses the efforts put forth in the Levee Park Master Plan. We look forward to this opportunity to work with you and the City of Hastings toward the successful completion of this project.

This proposal is based on information gathered at the pre-proposal meeting held on September 11th. Additionally, we have reviewed the Levee Park Master Plan, recent downtown construction plans, preliminary pavilion plans and several other streetscape and lighting documents provided to us on CD.

Our project team includes members who have worked specifically on similar downtown projects in several communities. We understand that projects such as this often have many interested stakeholders, and creating a unified vision can be one of the greatest challenges. For this reason, we have selected Jim Harbaugh to lead our landscape architect group and public participation process. Jim is experienced in developing multiple creative visions for downtown streetscape and park areas. Specific to your project, Jim and his staff recognize the relationships between the various project areas and are prepared to create appealing solutions which draw these areas together into a contiguous space. These concepts will be refined through a thoughtful public involvement process. We will employ a consensus-building approach that blends the creativity of the public and decision-makers with Bolton & Menk's professional planning expertise.

Brian Hilgardner will be serving as the Project Manager for this project. Brian has managed similar projects in downtown Northfield which have included multiple stakeholder groups. He is experienced in completing projects on time and within an established budget, while fully addressing project scope and client's goals. He is fully committed to delivering a high quality project in complete conformance with your request and this proposal.

In summary, we are pleased to offer the City of Hastings a strong project team that is experienced in developing successful downtown and park projects, specifically which include streetscape elements that encompass stakeholder visions. Our total fee for completing this project is a lump sum of \$34,500. If you have any questions, please feel free to call Brian or me at 952-890-0509. Again, thank you for the opportunity to submit this proposal.

Sincerely,

Bolton & Menk, Inc.

Marcus Thomas, P.E.
 Burnsville Office Manager

Brian Hilgardner, P.E.
 Senior Project Manager



Project Understanding and Approach

Bolton & Menk, Inc. understands the importance of not only achieving the desired outcome of each of the following tasks, but also completing them on time and within budget. It is our commitment to facilitate a successful project for the City of Hastings and the Downtown Street & Streetscape, Parking Lot and Levee Park Improvements that includes a meaningful public involvement process. The success of this downtown project will be directly related to the success of the public engagement process. Area property owners, businesses, and visitors all have individual perspectives on how this area should feel and how it should function. Sharing their unique ideas and creating synergies among them within a cooperative environment will be fundamental to our planning process.

Public Involvement

Effective Public Participation and Consensus-Building



An effective and inclusive public information and education process will be critical in building public support for this project. This is especially important at the beginning of

the design process, where most of the public participation will occur to firm up the community's design parameters for downtown and Levee Park. The objective of this process is twofold. First, it must bring to the City's attention the attitudes, concerns and aspirations of downtown and park users and stakeholders. Second it must educate the residents and stakeholders of the basic project objectives and major constraints. The goal is to establish a mutual understanding and respect for a variety of opinions and to create an atmosphere of collaboration and ownership of ideas. A series of public design meetings will:

- Gather the community's self-impressions of its downtown and park along with their information, thoughts and desires for the project
- Educate the community on the fundamental needs for project and the basic improvements that must be achieved through the creative development of the project
- Develop and present schematic designs to the community and receive input to make sure that the design process is moving in the right direction
- Present preliminary concept designs based on input from schematic designs, and allow the public to help refine these designs via additional input

We will employ a consensus-building approach that blends the creativity of the public and decision-makers with Bolton & Menk's professional planning expertise.

In order to capture the largest group of residents and build upon their comments and concerns, a multifaceted, interactive public outreach program is anticipated. These efforts will be accomplished through a combination of the following:

- Public information meetings/hearings, informal open houses, and neighborhood gatherings
- Informational brochures or newsletters distributed via mail or email
- Individual 'kitchen table' meetings with downtown property and business owners as necessary
- Internet websites

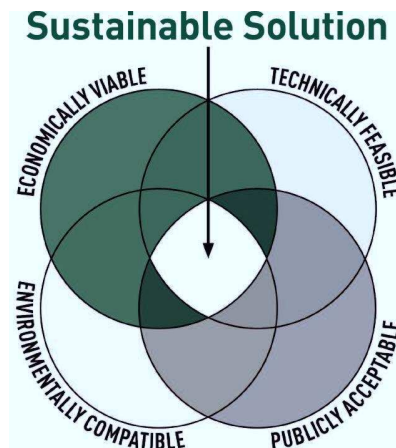
Project staff will develop presentation and other resource materials, facilitate public informational meetings, and provide technical expertise at meetings.

Sustainable Decision-Making Approach

Bolton & Menk is a leader in sustainable design. Sustainable improvements to downtown commercial districts have been completed through informed materials selection, definition of performance criteria, and analysis of maintenance requirements and life-cycle costs. Creative design decisions are made to inspire users as well as fit in with surrounding context.

Project Understanding and Approach

The Bolton & Menk Team will implement a **Sustainable Decision Making Approach** that will address the identified goals and objectives by including evaluation of key elements such as Technically Feasible, Economically Viable, Environmentally Compatible, and Publicly/Politically Acceptable.



A **Technically Feasible** plan builds upon completed work, establishes technical objectives based on sound planning and engineering principles, and applies extensive design experience toward finding flexibility and feasible solutions at the planning level. This is especially important in a downtown setting where pedestrians and cars interact.

An **Economically Viable** plan is sensitive to initial capital costs as well as lifecycle costs, and will focus on individual design details.

An **Environmentally Compatible** plan identifies sensitive features of the site and balances design concepts to protect and accentuate environmental, historic and cultural resources while accommodating the fundamental purpose of the proposed improvements.

A **Publicly and Politically-Acceptable** plan identifies and involves stakeholders early in the decision-making process, listens and understands issues, and informs and maintains communication. We will work closely with affected property owners to incorporate design elements that can mitigate concerns and help build acceptance while making sure decision makers are well-informed and consulted on a regular basis.

Downtown Streets (2nd Street, Ramsey Street, Sibley Street, Tyler Street)

Bolton & Menk, Inc. recognizes the City of Hastings has a unique downtown area, rich in history and culture. The City has made several streetscape improvements over the past several years with various projects. The general theme has been to utilize stamped concrete or colored pavers at crosswalk locations and along several of the sidewalk corridors. Some of the boulevard areas contain small trees planted within varying styles of tree grates. Most of the trees appear to be thriving fairly well, evident by the full masts and good leaf color. There are also some additional streetscaping features such as decorative benches, hanging flower baskets and decorative trash receptacles.

The street and boulevard areas are very well lit. In fact there is concern that the area may actually be over lit and energy inefficient. The City would like to evaluate reducing the overall lighting by exploring options such as LED lighting, white lighting, light spacing and lighting controls.

The streets are comprised of concrete pavement that is in fairly good condition, however, several of the joints are beginning to deteriorate. These joint conditions are a long term performance concern to the City and



they feel this portion of the project is a necessity and will be completed with available State-Aid funds. There is a substantial amount of pedestrian traffic in the downtown area. Bolton & Menk is very aware that the City has a strong desire to create a fluent connection between the streets, parking lot and Levee Park. One current obstacle is the width of 2nd Street. The crosswalks at Sibley Street, Ramsey Street and Tyler Street all lead to different portions of Levee Park. The long crossing distance can be unsafe and make pedestrians and motorists alike feel uneasy.

Project Understanding and Approach



The alleys between State Highway 61 and Ramsey Street are also in poor condition. The City would like to see the alleys reconstructed with new pavement, as well as curb & gutter. Drainage

improvements may also be necessary, but the final design must take into account the location of major private utility lines that are located in large concrete ducts beneath the alley. Again, it will be important to provide good ingress/egress access for vehicles and pedestrians.

Parking Lot Reconstruction



We understand the City would like to have a new parking lot designed that encompasses the area of the two existing parking lots. The lots are located south of the alley located between Sibley Street and

Ramsey Street. The new lot would be constructed with a bituminous surface and will have curb and gutter to assist with delineating the lot and directing drainage. The City would like the selected consultant to explore innovative stormwater BMP's such as filtration, pervious pavement or underground storage to improve drainage in the area. Access to and from the parking lot is a key concern for the City. It is vital that this project creates a defined corridor from the downtown area and Levee Park. The parking lot is at the center of this location and will be a focal point of keeping fluid movement along these corridors, while also creating parking for the downtown businesses and Levee Park. The parking lot will also have new lighting and landscaping completed to improve the aesthetics and help define pedestrian corridors.

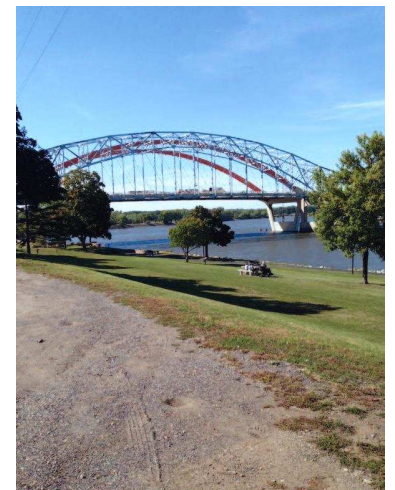
Levee Park Improvements



Levee Park is currently an open space park with a bituminous trail and several historical monuments located along the riverfront of the Mississippi River. A committee worked to develop a vision for the area and

created a Levee Park Master Plan that was last updated in 2009. It contained ideas such as trail connections from the bridge, visitor centers and park redevelopment. The Rotary Club is also currently working on funding for a pavilion. The committee has also envisioned an amphitheatre to accommodate summer events. The City would like to carry through some of these visions with this project.

The Hastings bridge at State Highway 61 is currently being constructed and upon completion of the bridge, MnDOT will be completing improvements to a plaza area beneath the bridge. This provides an ideal opportunity to provide a trail connection to the west. The City would like a 10-wide trail designed that replaces the existing trail and connects the west through Levee Park to the proposed parking lot, trails at Ramsey Street and a possible future connection point at Tyler Street. These connections would link other trail systems such as the Vermillion River Trail and Washington County Trail. The City would also like to have an area designated for the possible amphitheatre seating and costs associated with completing the seating area with material such as the natural limestone found along the river.



Project Understanding and Approach

Another major feature proposed for this project is a year-round bathroom facility. The City would like the consultant to have an architect provide schematics and cost estimates for a facility that would be located somewhere near the Levee Park entrance to the downtown parking lot. The building should complement the architecture of other downtown buildings and be designed to be secure and graffiti resistant.

Landscaping enhancements shall be considered and presented in schematics for the entire park area. These landscaping improvements should take into account improvements being completed along the entire corridor to present a unified project. Lighting should also be considered for the proposed pavilion area, as well as the new trail.

All of these proposed improvements must take into account the many existing historical monuments and features. The design should ensure the protection, or at a minimum the relocation of such features as the Veterans Memorial, Memorial and WPA walls, Spiral Bridge Pier and HASTINGS letters.

Project Approach/Detailed Work Plan

Task 1: Public Engagement Process

Goal Statement: Develop a collaborative, consensus-based design founded on the ideas and values of the adjacent users and overall community. The importance of the engagement process is the ‘journey’ and not just the ‘destination’. The engagement process will lead residents in forming ideas for the project, analyzing the concepts, and develop an informed conclusion at the end of the process.

Description:

Subtask 1.1: Collaborate

To collaborate is to ‘work jointly with others, or together, especially in an intellectual endeavor’. The goal of this task is to work with the community, Stakeholders, and the City to establish goals, ideas, and concepts for the project. This will be accomplished with the following tasks:

Subtask 1.1.1: Stakeholder Meeting – Goals, Strategy, and Information Gathering

Bolton & Menk will facilitate a kick-off meeting with City staff and Community Stakeholders. The kick-off meeting will accomplish the following objectives:

- Introduce project team members and City representatives and establish communication protocols
- Review and confirm the scope of the project
- Review available information relative to the project
- Identify Goals and Objectives of the Stakeholder Committee as it relates to the Project
- Review and discuss specific infrastructure issues and the City of Hastings current design standards especially as they relate to the project work in Downtown and Levee Park
- Review and verify project schedules
- Conduct a field review of the project area by project team members, City staff, and stakeholders

Subtask 1.1.2: Public Meeting with Business Owners, Residents, and Community Groups

Bolton & Menk will be responsible for organizing and conducting an initial public information meeting at the outset of the project. The meeting will be conducted in an informal setting with a brief presentation followed by an “open house” format to encourage participation and to provide an opportunity for the participants to meet one-on-one with members of the project team.

Subtask 1.1.3: Project Website and Online Collaboration Tool

A project website will be initiated at the beginning of the public engagement process as a clearing house for all information. All meeting minutes, graphics, and progress will be placed on the website so that committee and community members who are not able to attend meetings can track the progress of the project and have a voice in the process

Subtask 1.2: Corroborate

To corroborate is to ‘support with evidence or authority, to make more certain.’ In this step of the process we will take the ideas generated in the collaboration task and substantiate their feasibility through technical analysis and public ‘buy-in’.

Subtask 1.2.1: Stakeholder Meeting – Design Direction

Input session for schematic design options. This is an opportunity for stakeholder groups to review input from the public meeting, preliminary design directions and budgets. The consultant team will use this direction as a basis for design concepts.

Project Understanding and Approach

Subtask 1.2.2: Property Owner ‘Kitchen Table’ Meetings

As ideas develop and opinions are shared, it is important to recognize individuals who may prefer a more personal encounter, outside of a group setting or online experience. Bolton & Menk will identify these individuals during our public engagement process and arrange one-on-one meetings to make sure their concerns and ideas are heard. This will give them a chance to voice their opinions about the project in a setting that is comfortable.

Subtask 1.2.3: Online Polling

Preliminary designs shall be posted to the website along with the notes defining the direction of the project. This online ‘townhall’ will be a tool for polling the Community about design direction and ultimate outcome of the project.

Subtask 1.3: Community Consensus

Consensus is defined as ‘judgment arrived at by most of those concerned.’ The goal is to develop an informed consensus by the community as a whole. This will be accomplished by the following tasks:

Subtask 1.3.1: Public Meeting – Design Concepts Review

Following refinement of concepts, Bolton & Menk shall present to the public as a whole and gather final inputs from the community. This presentation shall be to the public, department heads, stakeholder group, and the core business people of the corridor and will include alternatives. It will also include a presentation of the process to date with polling results.

Subtask 1.3.2: Stakeholder Meeting – Review of Completed Preliminary Designs

Following the public meeting design concepts review, the design team will finalize preliminary concepts. This meeting is an opportunity for the stakeholder group and City to review completed preliminary design concepts and cost estimates and make final design revisions. The design team shall finalize concepts and cost estimates following this meeting.

Subtask 1.3.3: Conclusion Community Endorsement

The last step in the public engagement process is to seek approvals of the completed preliminary from the City Council. The design team shall present the process AND the final result of the project to the City Council for endorsement and to ultimately complete final design and construction.

Subtask 1.4: City Meetings

We will attend three City Council Committee working sessions and two City Council meetings. The initial City Council work session will be to discuss and develop the initial layouts and schematics to be proposed at the first stakeholder and public meetings. The second working session attended will be to discuss input and feedback from the stakeholder group and public. Finally, we will meet a third time to present the final design concepts and get concurrence on the final project scope. The City Council meetings will be attended to offer a full presentation to the public. The first meeting will likely occur after the initial stakeholder and public meetings and once design schematics and associated cost estimates can be created based on the public involvement input. At the second City Council meeting, we will provide a full presentation of the final design scope and associated costs.

Subtask 1.5: Project Development/Design Meetings

We will attend five Project Development/Design meetings with the City Staff Working Group. It is anticipated three of the meetings will be 2 hours in length and two of the meetings will be 1 hour in length. These meetings will be intended to discuss the different schematics and design options at different intervals throughout the project. The initial meeting will be a kick-off meeting to discuss the strategies of the public involvement plan and to develop the framework for the initial schematics/designs for each of the areas involved in the project. Meetings will follow after each portion of the public involvement plan is completed and as the schematics and designs are modified to meet the desires of the stakeholders, public and the City Council. The last meeting will be intended to organize the final design scope that will be presented to the City Council.

Task 1 Deliverables: Meeting agendas and minutes, presentation materials, finalized project schedule, website, and online polling results.

Project Understanding and Approach

Task 2: Downtown Streets/Alley Reconstruction

Goal Statement: To establish a safe, and obvious corridor along the streets that can connect people to parking, the downtown businesses and the amenities of Levee Park; to repair the distressed concrete joints of the downtown streets; to enhance the streetscaping and lighting to make the visual experience of downtown appealing.

Description:

Subtask 2.1: Existing Plans and As-Built Research

Bolton & Menk will review the Levee Park Master Plan, as well as relevant as-built plans from recent projects. We will compile all of this data to inform our discussions with the City and to help guide our public involvement process in determining design schematics and ultimately final design parameters, specifications and standard details.

Subtask 2.2: Street Pavement Concrete Joint Repairs

We realize the joint repairs are necessary and will be the minimum requirement of this overall project. With that in mind, we will begin evaluating the street joints immediately and coming up with preliminary repair alternatives and quantities based on field visits. Construction cost estimates will also be prepared.

Subtask 2.3: Decorative Concrete Boulevards

The City has utilized decorative stamped concrete and brick pavers in several of the boulevard areas along these streets in recent projects. The City would like to maintain the representation of this pedestrian corridor. We will evaluate placement of these types of materials along portions of the corridor that don't have this in-place at this time. We will also evaluate and present any other ideas we may have to enhance the stamped concrete/pavers, as well as evaluate other potential options for improved corridor aesthetics. We will consider initial construction costs for these options, as well as compare them with long term maintenance costs of what is currently being utilized.

Subtask 2.4: Pedestrian Movement Sightline

In support of safer intersections, we will evaluate sight triangles, specifically looking at obstacles such as light poles, trees, building corners and parked vehicles. We will also evaluate intersection improvements such as the addition of bump-outs, especially at the intersection locations of Sibley Street, Ramsey Street and Tyler Street.

We will evaluate parking impacts this may cause, as well as the benefits of shorter pedestrian crossings.

Subtask 2.5: Landscaping

Landscaping is a key element to streetscape design, and it is important to balance the desire for aesthetics with the costs of implementation and long term ongoing maintenance. Landscaping should be hardy, scale appropriate, and easily maintained. It should also showcase the historic nature of downtown and enhance the 'walkable' community which is downtown Hastings. The design team will work with the downtown community and the general public to develop a landscape palette that meets these goals.

Subtask 2.6: Lighting System

Mark Ziemer from Barr Engineering has previously worked with the City on the downtown lighting network. He is very familiar with the existing network and styles of lights and has several ideas that will help the City run a more effective, efficient lighting system. He will evaluate lighting types, spacing and the addition of controls for times of inactivity in the downtown. Different options and costs will be presented to the City.

Subtask 2.7: Public Input

The public involvement process is described in detail in Task 1. We want to reiterate the importance of public involvement in each of the other tasks to illustrate that public input will be critical to determining the ultimate scope for final design. Input will be taken on a wide array of topics such as:

- Stamped concrete or brick pavers and colors
- Lighting styles
- Bump-outs
- Parking
- Trees and other streetscape items
- Pedestrian gateways

These are just a sample of the many ideas that will be forthcoming once the preliminary design and public process begins. It will be our goal to guide these preferences and ideas into a final design scope that can be accepted by the City Council.

Subtask 2.8: Cost Estimates

As we move through different portion of the preliminary design, cost estimates will be developed to go along with

Project Understanding and Approach

the design figures and schematics. We understand that a big factor of the decision making process will involve project costs. It will be especially important for the stakeholder group to understand that many of the costs for this project are anticipated to be assessed, and that impact will be sought by the local business owners and residents.

Task 2 Deliverables: Preliminary layouts and streetscaping schematics for two (2) options at each stakeholder meeting that reflect the research from the Master Plan and the subsequent public meetings; lighting options that make the current system more effective and efficient; cost estimates for associated layouts/streetscaping elements, concrete joint repairs and lighting options.

Task 3: Parking Lot Reconstruction

Goal Statement: To unify the existing lots into one central parking lot that has uniform traffic flow and creates easily identifiable connections to corridors into Levee Park and the downtown business district.

Description:

Subtask 3.1: Preliminary Design/Layouts

Bolton & Menk will evaluate the City Code to identify required parking stall dimensions and aisle widths. We will utilize these parameters to determine a layout that allows free flowing traffic movements, while still maximizing parking spaces. The local businesses are very cognoscente of parking capacity in the downtown area and achieving a maximum amount of stalls will be a strong determining factor in the final layout. The elevations of the existing parking lots differ by more than 2-feet. We will utilize LIDAR contours to establish preliminary grades that provide improved drainage while matching grades of the existing alleys, buildings and Levee Park.

Subtask 3.2: Public Input

We recognize the local businesses, as well as Levee Park users will have a strong opinion on this portion of the project. Again, we will take all of the input received during the public input process to assist in the final parking lot layout. The public input will also help in determining strategies to provide cohesive connectivity to Levee Park and the downtown business district. We will use input to evaluate potential landscaping options within parking lot islands, edges of the parking lot and at connection corridor locations.

Subtask 3.3: Cost Estimates

We will provide cost estimates for the complete reconstruction of the two existing parking lots, and include any streetscaping or landscaping improvements recommended as a part of the public involvement process. We will also include costs from any recommended drainage improvements.

Task 3 Deliverables: Preliminary layouts and landscaping schematics for two (2) options at each stakeholder meeting that reflect the research from the Master Plan and the subsequent public meetings; proof of parking figure; drainage and BMP recommendations; cost estimates for associated layouts/landscaping elements and lighting options.

Task 4: Levee Park Improvements

Goal Statement: Provide an enhanced park experience for the community that reconnects downtown to recreational opportunities along the River, provides event spaces for community activities through an amphitheater shelter, and provide better facilities for Park and trail users with trail connections, public restrooms, and enhanced landscaping within the Park.

Description:

Subtask 4.1: Master Plan Research

Prior to Park preliminary design, the design team will review existing master plan documentation for the Park, surrounding development areas, and the downtown so that we may have a better understanding on how the Park can be better integrated into the surrounding landscape.

Subtask 4.2: Bathroom Facility

As part of the preliminary design process the Bolton & Menk team will develop restroom facility concepts that emulate the character of the adjacent downtown architecture as well as site the facilities within the park to accommodate all users.

Subtask 4.3: Amphitheatre Seating

Durable, theater style seating concepts will be developed for the park. These elements will be integrated as much as possible to the existing topography and will serve as an event space for the community. This space will be designed with accessibility and connectivity in mind and will serve as a showcase element for the Park and the Downtown as a whole.

Project Understanding and Approach

Subtask 4.4: Riverfront Trail

A new 10' wide riverfront trail will be developed to reconnect the Riverfront area to the west of the bridge. This is an opportunity to analyze alternatives for trail alignment so that it may be better integrated into the proposed Park improvements.

Subtask 4.5: Landscaping

New landscaping concepts will be developed to accentuate existing and proposed Park elements. Landscaping will be low maintenance, hardy plantings and provide an inviting atmosphere for Park users.

Subtask 4.6: Existing Features

Because of their historical nature, it is important and protect existing and preserve park elements. This includes historic Veterans' markers and Memorial Walls, WPA stone walls, historic levee landing steps, HASTINGS letters, and the spiral bridge Pier/footing. It is important to seamlessly integrate these elements into the proposed park concepts.

Subtask 4.7: Public Input

Because the Park serves a much greater audience than just the surrounding area and is an important element to the Downtown as a whole, a robust public engagement process as outlined in section 1 is imperative to a successful Park project. Ideas generated, shared, and vetted through the Public engagement process will be implemented into the preferred Park design.

Subtask 4.8: Cost Estimates

We will provide cost estimates for major Park elements to help the City prioritize the project needs.

Task 4 Deliverables: Two (2) Preliminary layouts and Park schematics for each stakeholder meeting that reflect the research from the Master Plan and the subsequent public meetings; Park Element concepts that preserve and enhance the historic nature of the Park and reconnect to the downtown both visually and physically; cost estimates for associated elements and phasing strategy for implementation of Park improvements.





Related Project Experience and References

The following projects include recent and related experience completed by members of the Bolton & Menk Team. Project examples, as detailed below, illustrate the proposed team’s depth of background in successfully delivering projects with similar work tasks as the City of Hastings Downtown Street and Streetscape, Parking Lot, and Levee Park Improvements project. Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for Bolton & Menk on all projects. Please feel free to contact any of these references to evaluate our performance on similar projects. Additional project information is available upon request.



Central Avenue Reconstruction, City of Osseo, Minnesota

Contact: Randy Korfiatis, Public Services Director, 763-425-2624

Central Avenue in the City of Osseo has served as the backbone of the City’s downtown area, but also as a regional traffic corridor in the northwest metro area. Because it is a local roadway and Osseo is not a Municipal State Aid city, the City had to develop a plan of its own to reconstruct the deteriorating seven-block corridor.



Serving as the City Engineer, Bolton & Menk designed a long-lasting concrete roadway to accommodate the heavy traffic through the City. In recognition of the historic significance of the City’s downtown, Hoisington Koegler Group provided dramatic streetscaping elements to enhance the corridor. Decorative pavers were used exclusively along the sidewalks as well as within the roadway in front of City Hall. Other streetscape elements included gateway monuments, trees, planter boxes, benches, and trash receptacles. Sustainable design initiatives included pervious pavers and LED street and pedestrian lighting.

Associated utility work included upsizing the corridor’s watermain from 6” to 10” and completely replacing the storm sewer. This \$4.6 million improvement project was completed on schedule and under budget in 2009.

Key Personnel: Marcus Thomas, Justin Ernst, Lanol Leichthy, Bryan Nemeth



5th Street Reconstruction and Streetscape, City of Northfield, Minnesota

Contact: Katy Gehler (Former City Engineer) (952) 292-2081

Prior to this project, 5th Street was a wide deteriorating city street with aging utilities underneath. The project area is in the downtown region of Northfield, and is adjoined by commercial properties and the Cannon River. The area is the focal point of the City with a number of architectural enhancements and mature trees, lined with historic buildings. The City took this reconstruction opportunity to incorporate streetscaping elements.

Related Project Experience and References



The 5th Street and Water Street improvements project included streetscape enhancements that were originally identified as part of the planning process for the Downtown Northfield Streetscape Framework Plan project. Our team, working with the appointed Mayor’s Downtown Streetscape Task Force, developed a Streetscape Framework Plan that defined future streetscape related improvements to compliment the historic built and natural environment, fostered public art opportunities, and established Downtown as the heart of the community.



The overall vision for the Streetscape Framework Plan study was the creation of a “Hospitality Plan” to reinforce a lively setting to enhance tourism, livability, and safety within the Downtown. As a method to define and implement streetscape projects within the Downtown, a series of “project pearls” were established during the planning process that highlighted special use areas within the Downtown. The Water Street area is one of the major project pearls that were identified, as it serves as a gateway into the Downtown and provides a critical link of public open spaces along the Cannon River.



Project improvements, completed in 2008, included construction of the bituminous roadway with concrete intersections, including red paver crosswalks, pedestrian ramps, street tree plantings, pedestrian promenade construction, enhanced riverfront, wayfinding kiosk, pedestrian level lighting, sculptures, benches, and a City parking area. The reconstruction narrowed the existing 56’ street with parallel parking to 52’, which included no loss of parking and provided 6’ bicycle lanes on both sides of the roadway, and 12’ plus wide walks on either side of the street.

Bridge Square sits at a prominent intersection in downtown Northfield and has long been the site of community events and celebrations. Even on a casual basis, the place is tremendously popular. The design enhances the connection between downtown and the Cannon River, using Bridge Square as the conduit.

The central axis of Bridge Square links Division Street (Northfield’s “Main Street”) and the Cannon River. Users move through a variety of spaces and elements, from an “entry circle” with a trellis as the main element; through the fountain and Memorial Plaza; through a lawn area meant for casual gathering and as a space for performances; and finally arriving at the “River Plaza,” overlooking the Cannon River and functioning as an informal stage for events.



Key Personnel: Brian Hilgardner, Lanol Leichty

Related Project Experience and References

Broadway Avenue Streetscape Revitalization, City of Albert Lea, Minnesota Contact: Steve Jahnke, P.E., City Engineer/Public Works Director, 507-377-4325

The City of Albert Lea was successful in securing a special appropriation of \$1 million in the State of Minnesota’s 2011 bonding bill. With this funding in place, the City decided to move forward with design and construction of revitalization efforts for the Broadway Avenue Streetscape in downtown Albert Lea. It was the City’s desire that the ultimate design be built with the basic concepts developed in their 2010 streetscape master plan, with modifications to address concerns expressed by the downtown business community, City staff and City Council.



BENEFITS

- Shorter cross-walks - less distance to cross the street
- Existing traffic signals on William Street and Clark Street can be removed and replaced with four-way stop signs
- Elimination of traffic signals will eliminate the "race to beat red light"
- Stop signs can be placed closer to traffic lanes - both walkers and drivers will have better visibility
- Narrowing of street at intersection will help slow traffic down
- Bump-out areas are located in areas that are largely unused pavement area - create space for benches and other amenities

CHALLENGES

- Snow removal
- Slightly more sidewalk at each intersection quadrant will require more snow removal
- Snow removal along curb will be slightly more difficult for the City - large rolls are planned to minimize impact
- Unused parking stalls adjacent to intersections that are currently used as "unofficial" right turn lanes will be eliminated with bump-outs, but there will be less waiting at intersections with four-way stop

OTHER FACTS

- Intersection and bump-out configuration will be designed to accommodate delivery trucks and emergency vehicles
- No parking will be lost due to bump-outs and safe haven will be created for handicap parking
- Existing traffic signals are old and will need to be replaced if bump-outs are not constructed to provide for safe street crossing by pedestrians

BUMP-OUTS COST LESS

- Sidewalk in bump-out areas cost less than street pavement that would be required with no bump-outs
 - Trading street pavement for sidewalk results in a slight decrease in cost per intersection with bump-outs vs. no bump-outs - approximately \$3,000/intersection
 - Bump-outs reduce cost by an additional \$3,000/intersection by reducing the crosswalk decorative paver length
- Replacement of the existing traffic signals if bump-outs are not provided would cost between \$175,000 and \$200,000 per signal system
- Bump-outs save \$360,000 to \$420,000 in total project costs!

In general, the concepts included in the 2010 streetscape plan were intended to make Broadway Avenue more pedestrian-friendly; specifically widening sidewalks and creating “bump-outs” at intersections. Streetscaping and landscaping amenities that were included in this plan were also intended to create an inviting environment that would encourage people to gather in the downtown area, visit the businesses located here, and encourage new businesses to locate downtown.

Several meetings were held with downtown property owners and business owners to gather input on the previous plan. The feedback generally indicated that the business owners were concerned about the extent of the landscaping included in the plan. In particular, the associated maintenance, loss of parking, potential special assessment costs, and impact to business during construction were of concern. Bolton & Menk was hired in 2011 to modify the 2010 streetscape plan to a more manageable and sustainable design. Preparation of construction plans and specifications were prepared once public consensus was reached for the project.



With additional parking demands, a public lot at Broadway and Fountain will be turned over to Mayo staff, and the successful farmer’s market that currently occurs there will need to be relocated. The William street plaza may be an ideal space for the farmer’s market, and has been designed to accommodate events such as a farmer’s market, small concerts, and art shows. These events will serve to lead residents to the central business core. The plaza will also function as a casual gathering space for residents, shoppers, and workers along Broadway and the downtown district.

Related Project Experience and References

Another key element that the project focuses on is the redevelopment of Fountain Lake Park. The park incorporates an amphitheater, extensive water quality improvements through the use of best management practices (BMPs) for a major part of the commercial core, and repairs a historic Civil Conservation Corp Overlook. The \$4,000,000 first phase of this project is currently under construction with expected completion in fall 2013.

Key Personnel: Jim Harbaugh, Josh Shields, Sam Kessel, Bryan Nemeth



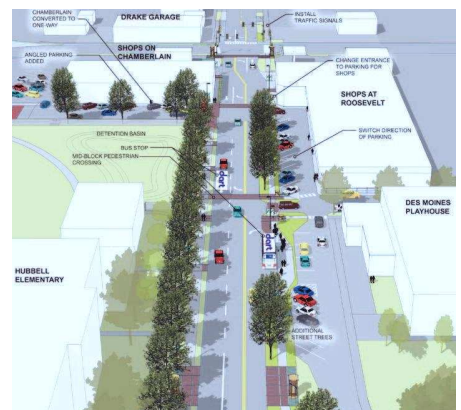
Roosevelt Cultural District Streetscape Master Plan, City of Des Moines, Iowa Contact: David Kamp, Engineer III, 515-283-4500



The Roosevelt Cultural District is an established urban corridor with many varying uses. Looking to invigorate the corridor and promote a safer, more pedestrian friendly area, the residents and property owners of the District developed a grass roots plan for the reinvention of the Cultural District. Based on this idea, the City of Des Moines formalized the process and hired Bolton & Menk to lead the design and master plan efforts.

The many challenges of the corridor, including pedestrian safety, high traffic volumes, and lack of brand or identity, are being addressed in a master plan with the City and Community. Through a series of stakeholder group meetings and public open houses, the master plan is a community generated vision balanced with technical solutions. The finalized master plan is slated to be adopted by City Council at their September 2013 meeting.

Key Personnel: Jim Harbaugh, Josh Shields, Sam Kessel, Bryan Nemeth



Highway 61 Streetscape Improvements, City of White Bear Lake Contact: Ellen Richter, Assistant City Manager, 651-429-8505

In conjunction with resurfacing efforts on Highway 61 in White Bear Lake, the City has the opportunity to develop a 'brand' for this highway corridor that emphasizes the historic character of the community. The Highway is a gateway into the community and also splits their downtown.

Through a series of community meetings, the design team developed a theme for the corridor that reflected the nature of the community while at the same time meets the safety requirements of major highway. In addition to the aesthetics of the project, care was taken to enhance pedestrian safety at intersections and to improve accessibility throughout the corridor. Construction is slated for 2014 and is a joint project with the City of White Bear Lake and the Minnesota Department of Transportation.

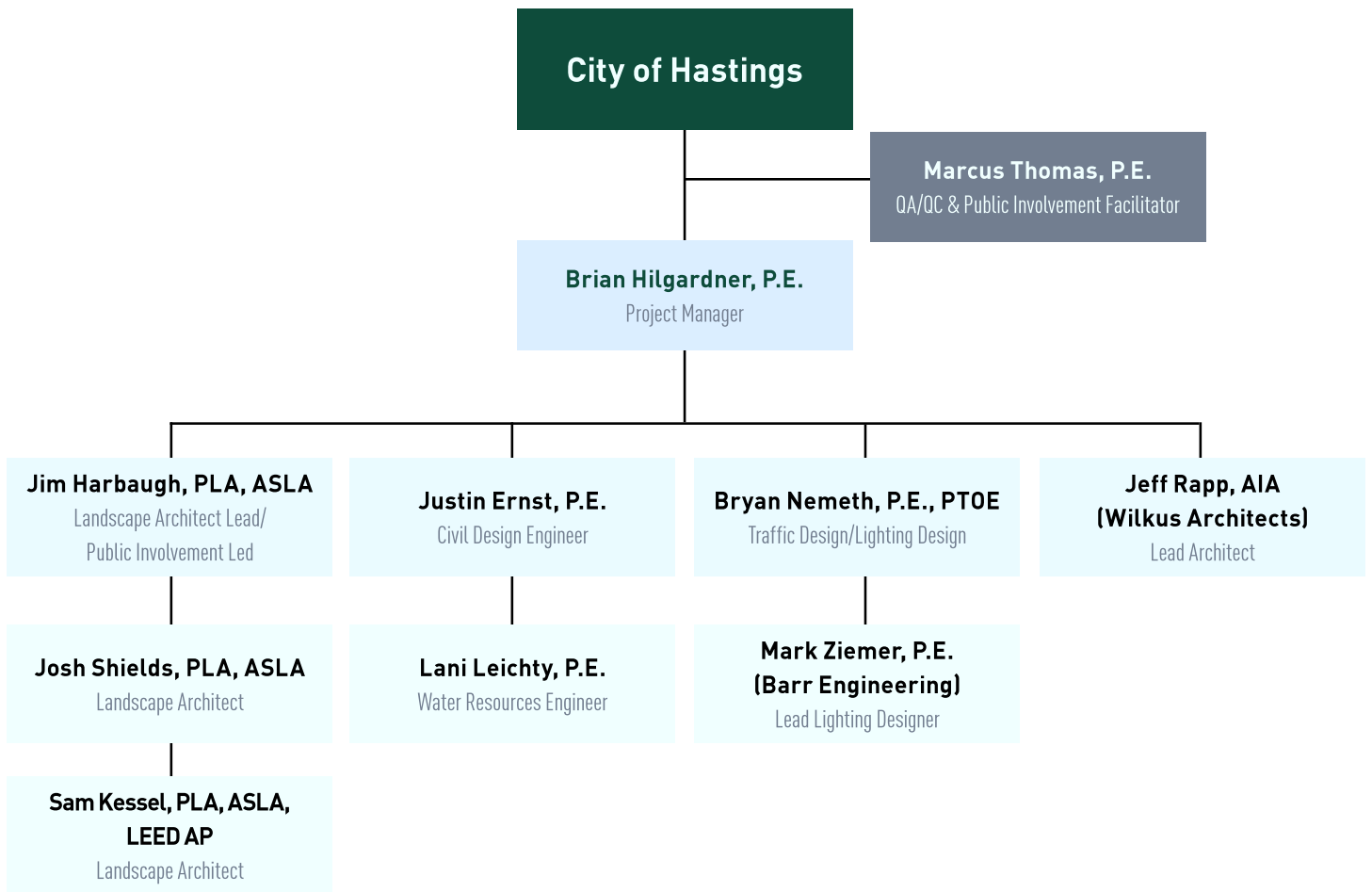
Key Personnel: Jim Harbaugh, Josh Shields, Sam Kessel, Bryan Nemeth



Key Personnel

Bolton & Menk, Inc. has assembled an experienced and proven project team that is qualified to complete the project tasks required by the City of Hastings. Our proposed project team includes professionals with proven backgrounds and depth of experience that will ensure that all project goals and objectives are achieved. We have several key staff members that have training relevant to the needs of this project in such areas as Systematic Development of Informed Consent (SDIC), Context Sensitive Design, and MnDOT’s “Hear Every Voice” Public and Stakeholder Participation Process.

Our team values and understands the importance of developing a project that can be supported by stakeholders and implemented efficiently. For this reason, we have handpicked our project team members that are most qualified to deliver this project. The organizational chart below illustrates the roles of our key personnel. A brief background and description of key individual roles is described in the following pages. Detailed resumes of all key personnel are available upon request. Overall, our diverse team of engineers, planners, and other professionals bring a unique perspective that will enable us to understand the views of the project partners and stakeholders.



Key Personnel



Brian Hilgardner, P.E.

Project Manager

Mr. Hilgardner will serve as Project Manager and will be responsible for the overall project management and coordination of the Bolton & Menk Team. He has worked on similar projects including the 4th Street and 5th Street/Water Street Parking Lot Improvements in Northfield, Lock and Dam Road in Hastings, 2013 Main Street Improvements in Hampton, and is currently working on the TH 61 Reconstruction through downtown Red Wing.

Mr. Hilgardner is a Project Manager with experience in municipal engineering. Since beginning his career in 1998, he has gained a wide range of experience in project administration from conception through construction. His background includes development and design of municipal reconstruction projects, including street construction, sanitary sewer systems, lift stations, water distribution systems, storm water collection systems and pedestrian facility construction. His administrative duties have included preliminary engineering reports, cost estimates preliminary and final design, presentations, attendance at city council meetings, bidding assistance and construction administration. In addition, Mr. Hilgardner has assisted in training young E.I.T.'s on proper construction observation skills and is an expert in trenchless technology techniques.



Jim Harbaugh, PLA, ASLA

Lead Landscape Architect/Public Engagement

Mr. Harbaugh will serve as the Lead Landscape Architect on this project and will also lead the public involvement and stakeholder input efforts. He is currently leading design and outreach elements for several streetscape projects including projects in Hopkins, Albert Lea, and White Bear Lake.

Mr. Harbaugh is the lead Landscape Architect for Bolton & Menk, Inc. He has over 18 years of experience in downtown redevelopment, master planning and construction. He understands the importance of downtown districts for the vibrancy of communities. He has led successful streetscape projects in many Midwestern communities and understands the long term investment required for a successful project. He understands the issues and concerns communities have with downtown redevelopment, and his public involvement efforts seek to build a sustainable, consensus-based design.

He will also lead the efforts in 'connecting' the downtown core to the adjacent Levee Park and lead the improvements to the Park itself. Mr. Harbaugh has successfully implemented innovative and creative designs for downtown and roadway corridors that include decorative LED street lighting, public artwork, and innovative stormwater management practices. As an advocate for complete streets, he has also been successful in implementing many of these techniques in his municipal projects.



Marcus Thomas, P.E.

QA/QC Principal and Public Involvement Facilitator

Mr. Thomas will serve as the Quality Assurance/Control Principal to ensure all plans and specifications are designed and prepared to meet the City of Hastings Standards. Mr. Thomas has worked on similar projects including the Osseo Downtown Improvements, Lock and Dam Road, and Prior Lake Water Treatment Project. In addition, he will serve as a Public Engagement facilitator.

Key Personnel

Mr. Thomas is a Principal Engineer and Senior Project Manager with Bolton & Menk. He also manages the firm's Burnsville Office. Since joining the firm in 1994 he has had a wide range of experience in municipal project administration from conception through construction. His commitment to communications and proactive organization has given him success in managing large project teams. Mr. Thomas has extensive Municipal State Aid (MSA) project administration experience and has also administered Federal Aid municipal projects. He has also assisted communities in seeking and acquiring special project funding through various programs.

His background includes the development and design of a large variety of municipal projects. General experience includes neighborhood reconstruction and infrastructure retrofitting; new roadway corridor design and construction; comprehensive planning for expanding utility networks; trunk sanitary sewer and lateral collection systems; trunk watermain and lateral distribution systems; stormwater collection, treatment and discharge systems; residential and commercial site development planning and detailed design; multi-modal transportation corridors; and recreational trail networks.



Justin Ernst, P.E.

Project Engineer

Mr. Ernst will serve as Project Engineer for this project and will be responsible for all of the final design elements associated with the street repair/enhancements, alley improvements/parking lot improvements and preparation of the final plans and specifications. Mr. Ernst has worked on similar projects including 65th Street Improvements for the City of Inver Grove Heights, City of Osseo Downtown Project and Lindau Lane Extension Project for the City of Bloomington.

Mr. Ernst is a Construction/Project Engineer for Bolton & Menk, Inc., beginning his engineering career in 2006. Mr. Ernst has gained a practical engineering experience, as he has spent eight summers working as an observer on construction projects for numerous municipalities. Mr. Ernst's experience includes a variety of engineering tasks including preparation of preliminary engineering reports, preparation of plans and specifications, and preparation of cost estimates. On-site construction duties typically include observing the contractor to assure that the improvements are being constructed in general conformance with the plans and specifications. Construction administration responsibilities have included maintaining a daily construction diary, measurement of completed quantities, preparing pay estimates, tracking project schedules, coordination of construction staking and materials testing, and serving as a liaison between the municipality, contractor and property owners affected by the project.



Lanol Leichy, P.E.

Stormwater Management

Mr. Leichy will be responsible for design of all drainage and water resource aspects of the project. Mr. Leichy will also be assisting Mr. Ernst with preliminary design and cost estimates. Mr. Leichy began his engineering career in 1985 and is a Project Engineer with experience in both the public and private sectors of municipal engineering. He has a wide variety of experience in both municipal and water resources related projects. His background includes experience in stormwater management, hydrology and hydraulics, and wetland permitting. He has extensive expertise working with the Wetland Conservation Act (WCA) permitting process and writing wetland reports. He has experience with projects that include highway, street, storm sewer, detention basins, and underground utility improvements.

Key Personnel

Mr. Leichty has experience that includes technical review of development plans and specifications to ensure they meet local government ordinance requirements and City, County, State, and WMO stormwater regulations. Stormwater runoff management projects that involve volume reduction that have been designed by Mr. Leichty have included infiltration basins, bioretention swales and rain gardens. Design of Best Management Practices (BMP's) into erosion control plans and preparation of Stormwater Pollution Prevention Plans (SWPPP) are also one of his responsibilities.



Bryan Nemeth, P.E., PTOE

Traffic/Lighting Design

Mr. Nemeth will be responsible for traffic engineering and lighting design on this project. Mr. Nemeth is a Traffic Engineer who began his profession of engineering in 1996 gaining experience in traffic forecasting and analysis, freeway and arterial simulation, traffic operations, alternatives analysis, corridor studies, signal timing optimization and implementation, intersection and interchange design, maintenance-of-traffic plans for arterial freeways and local streets, access management, and traffic impact studies. He has extensive experience in lighting design and is prequalified by MnDOT in Lighting Design and has specialized expertise in traffic signal, lighting and electrical design. He also has experience working with Intelligent Transportation Systems (ITS).

He has developed and reviewed traffic control plans, signal designs, access and circulation plans, signal and lighting special provisions, travel forecasting efforts, trip generation and distribution efforts, and signal coordination, priority and preemption (including light-rail) timing plans. He is knowledgeable and experienced in traffic modeling software including Synchro-Sim Traffic, HCS+, CUBE, TransCAD, Rodel, Corsim, and VISSIM.



Mark Ziemer, P.E.

Senior Electrical Engineer, Barr Engineering Company

Mr. Ziemer will be responsible for illumination and electrical engineering aspects of the project. Barr Engineering has partnered with Bolton & Menk for over 20 years. With 25 years of experience, he has experience in a wide variety of projects, specializing in the design of lighting, power, and control systems for buildings, streetscapes, and municipal facilities. Mr. Ziemer provided lighting, electrical systems, and control system design for the Central Avenue reconstruction project in Osseo, Minnesota, which featured solid-state (LED) light source technology, the first project of its kind in Minnesota. He has also provided similar design services within the last few years for Hastings, Minnesota downtown and Spiral Boulevard projects, new athletic complex in Rosemount, Minnesota, new sports lighting systems at multiple athletic fields in Plymouth, Minnesota, and downtown landscape redevelopment project for the City of Buffalo, Minnesota.



Jeffrey Rapp, AIA, CID

Lead Architect, Wilkus Architects

Mr. Rapp will serve as the Lead Architect responsible for completing schematics and preliminary design of the proposed bathroom facility. Wilkus Architects has partnered with Bolton & Menk for nearly 10 years to provide architectural services for facilities throughout the Midwest. Mr. Rapp has over thirty years of experience in management, design, contract documents, construction, and construction observation. Mr. Rapp spent five years on the staff of a nationally recognized architectural design firm and two years with a regional design/build firm. Before joining Wilkus Architects he spent over five years as the Director of Design for a successful restaurant management company and assisted in their development from seven stores to over 100 stores in eighteen states.

Project Schedule

Following authorization from the City of Hastings, Bolton & Menk will begin work immediately on the Downtown Street, Parking Lot, and Levee Park Improvements project. We have outlined a general project schedule on the following page that responds to and meets the City's project schedule. We understand the City is anticipating construction in the summer/fall of 2014. Therefore, we are proposing a bit of an accelerated schedule that will gather stakeholder ideas and allow us to create a final vision that can progress in to final plan design in the spring of 2014. We feel this will provide time to deliver final plans for bidding that still allows for good summer bid prices, and allows ample time for construction. We are committed to meeting this schedule. Upon notice to proceed, we look forward to providing additional scheduling detail that reflects the City's concurrence with our iterative design and public engagement activities. Finalizing the schedule will be an initial priority of ours and we will reflect on it as a part of our regular progress reports with the City.



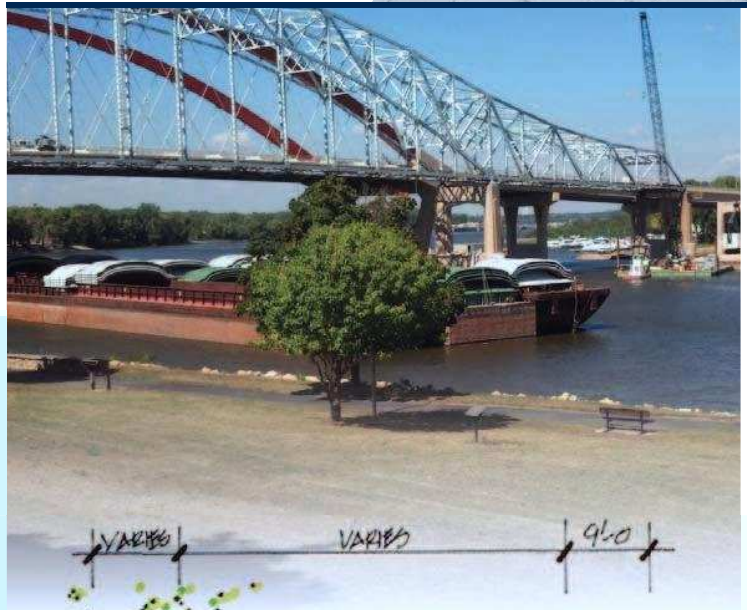


Proposed Fees

In accordance with the City of Hastings' project requirements, Bolton & Menk proposes to complete the scope of work as described above for a **lump sum of \$34,500**.

While we anticipate that our time and internal cost commitment to this project may exceed our proposed total fee of \$34,500, we recognize this internal cost as an investment in our relationship with the City of Hastings. Our commitment is driven by the opportunity to participate in this and future phases of what we anticipate will be a hallmark project for the City of Hastings.

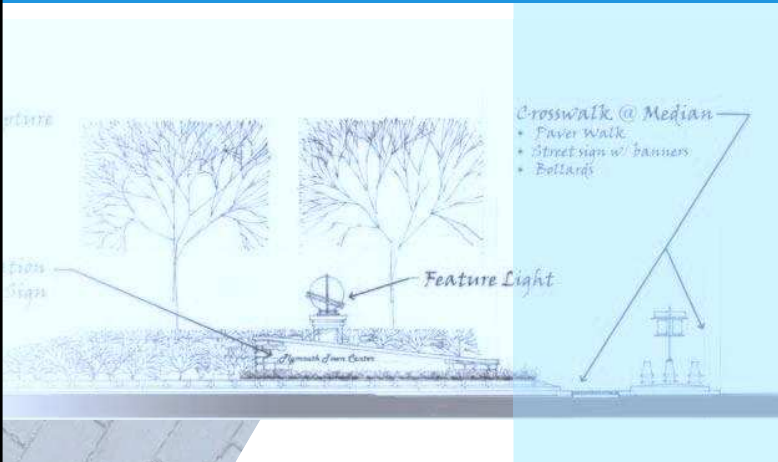
Please be assured that we are committed to completing this project within the proposed schedule and cost and in accordance with all of your requirements and expectations, regardless of our internal time requirements.



Proposal to Provide Professional Services for the:

Downtown Street & Streetscape, Parking Lot, & Levee Park Improvements

October 4, 2013



477 Temperance Street
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wsbeng.com



engineering • planning • environmental • construction

477 Temperance Street
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Fax: 651-286-8488

October 4, 2013

Mr. Nick Egger, PE
City Engineer
City of Hastings
1225 Progress Drive
Hastings, MN 55033

RE: Proposal to Provide Engineering and Landscape Architecture Services for the
Downtown Street, Parking Lot, and Levee Park Improvement Project
City Project No. 2014-3

Dear Mr. Egger:

In response to your Request for Proposals, WSB & Associates, Inc. is pleased to submit this proposal to provide preliminary engineering and landscape architecture services for the City of Hastings' Downtown Street, Parking Lot, and Levee Park Improvement Project. Our proposal outlines our project understanding, project approach, related work experience, WSB project team, estimated fees, and schedule.

We believe that our approach and team are the right choice for the City of Hastings because:

- We are familiar with City staff and their engineering guidelines. In addition to having the general engineering background and knowledge, WSB has extensive pavement management/pavement materials expertise and has developed strong and positive contractor relationships that will enable an effective and efficient project delivery.
- We communicate with the public in a proactive and effective manner by providing easily accessible information to property owners through project informational brochures and open house style meetings. This open communication facilitates project buy-in and helps eliminate stalls in the process.
- We are experts in the municipal state aid and Chapter 429 processes. Our experience and expertise will make certain this project stays on track.
- Our Landscape Architecture and Architecture team appreciate and understand the unique look and feel of historic downtown Hastings and the need to tie in their most valuable resource, the river.

We are excited about the opportunity to demonstrate to the City of Hastings our unique capabilities for completing this project as cost effectively and efficiently as possible. If you have any questions regarding our proposal, please contact us at (651) 286-8465. Thank you!

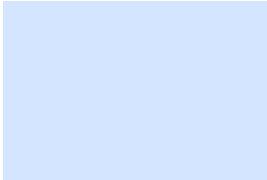
Sincerely,

WSB & Associates, Inc.

Justin Messner, PE
Municipal Project Manager



Proposal to Provide Professional Services for the:



Downtown Street & Streetscape, Parking Lot, & Levee Park Improvements

October 4, 2013



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Contact:
 Justin Messner, PE
 (651) 286-8465
 jmessner@wsbeng.com



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 wsbeng.com



Project Understanding

The City of Hastings is seeking a consultant to assist with the determination of a final scope and estimated costs for street and streetscape improvements within historic downtown Hastings and architectural landscape improvements to Hastings' Levee Park connecting the historic downtown business district to Hastings' most valuable resource, the Mississippi River.

Based upon the Request for Proposal and our site visit, WSB has a reasonable understanding of the project's physical and historical environment, fiscal and scheduling constraints, and pedestrian/business access concerns that may arise during the course of the project. Having reviewed the site conditions, it is apparent that the proposed improvements will impact a number of businesses, residents, and park users alike. The physical constraints of the corridor suggest success will be measured in the detailed aspects of the project.

To remain consistent with the RFP, our project understanding is broken into the following four categories:



Downtown Street Improvements

WSB's pavement material experts will prove to be a valuable resource in determining the most cost-effective solution to rehabilitate the concrete pavements within the project area. Important pedestrian safety issues such as ADA-compliant improvements and appropriate intersection treatments to enhance vehicle/pedestrian sight lines will also be recommended. WSB's Landscape Architecture team will evaluate appropriate streetscape enhancements such as concrete pavers, urban landscaping, and lighting system upgrades that invite consumers to the area while preserving the historical environment.



Parking Lot Reconstruction

WSB's Landscape Architecture team, along with the WSB Municipal design team, will provide a conceptual layout that transforms the existing parking lot along the south side of Hastings' Levee Park located between Sibley Street and Ramsey Street. The conceptual layout will include a more welcoming atmosphere, increase the parking lot's size, and improve ingress/egress to the lot for both vehicle and pedestrian traffic. Landscaping, lighting, and pedestrian facility improvements will be developed to incorporate the parking lot into Levee Park enhancing access into the park.



Alley Reconstruction

WSB will provide a conceptual layout to reconstruct the existing alleyway between the new bridge parking lot and Ramsey Street. Proposed alleyway improvements will include surface and drainage improvements, pedestrian safety, and vehicle access.



Levee Park Improvements

WSB's Landscape Architecture group will develop a conceptual layout based on the currently adopted master plan and further input collected during the course of this project. As we explore the alternative concepts, the best location for a restroom facility will be evaluated that easily accommodates shop-goers and park users alike. Our team's extensive portfolio of successful park projects throughout the region gives us the expertise and knowledge to successfully guide this project through completion. Some recent applicable projects with which we were directly involved include the Hastings Parks, Trails, and Open Space System Plan; the Washington County Trail planning from Hastings to Point Douglas; the Hilde Performance Center Amphitheater; and other similar facilities.

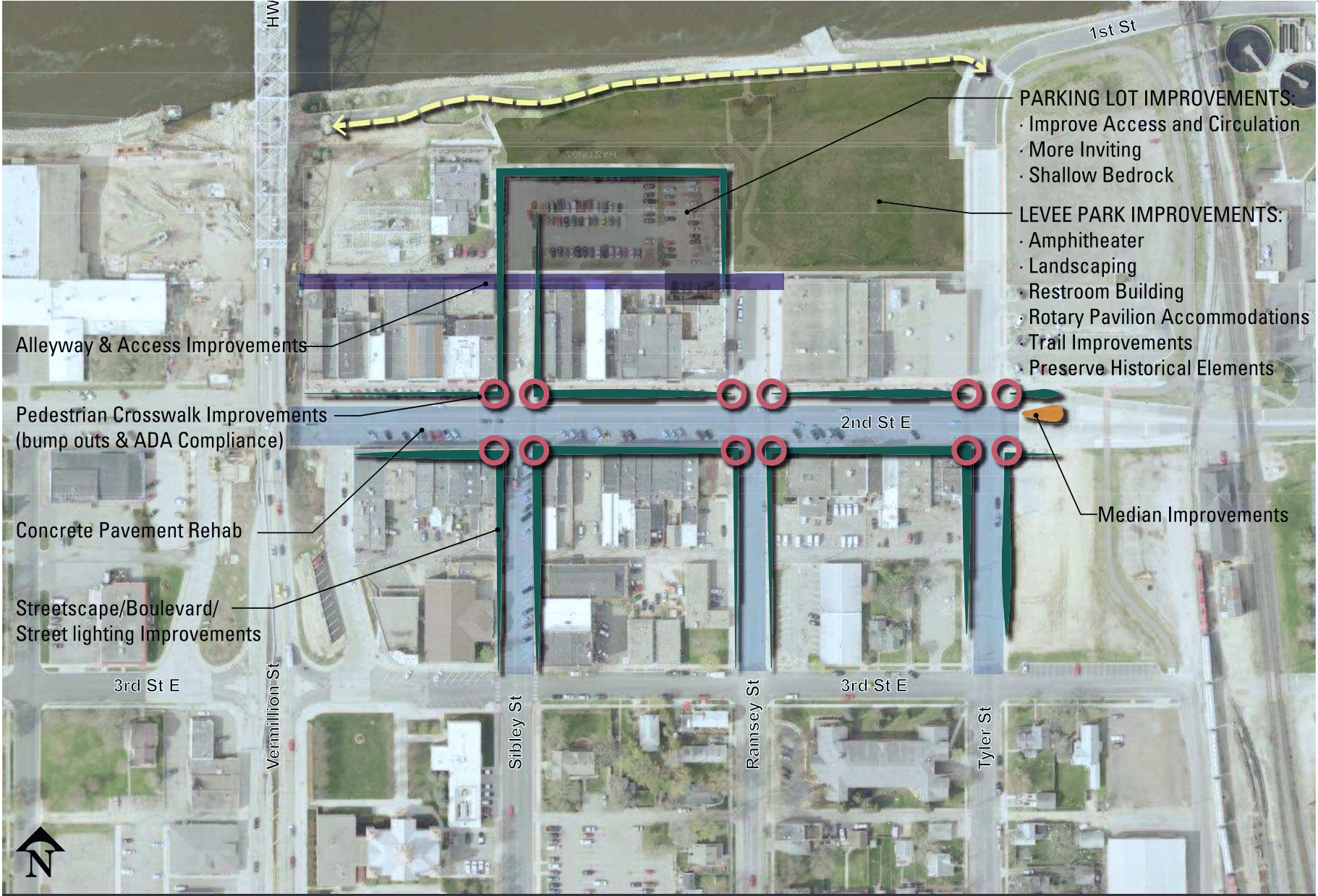
Although this project has many similarities to others we have successfully completed, it will be creatively unique given the neighborhood in which it is located, the need to maintain daily operations, its historic environment, and its use for staging civic events.

The scope of services, associated fee, and schedule of work included in this proposal are based upon this understanding of the project. However, WSB is willing to refine the proposal to meet your requirements if selected for this work.

Issues Map



Proposal to Provide Professional Services for the Downtown Street & Streetscape, Parking Lot, & Levee Park Improvements for the City of Hastings





Project Approach

WSB's approach to the Downtown Street, Parking Lot, and Levee Park Improvement Project is based on the theme of strongly guiding the development of an effective solution that incorporates the needs of the City with input from project stakeholders, while supporting and preserving the importance of Hastings' historic downtown. Our approach outlines the process by which we propose to deliver the project to the City, including the key connections between tasks and where each task fits in the overall project timeline.



Project Management

Justin Messner is an experienced project manager with a background in guiding municipal reconstruction projects through preliminary and final design. His primary role in leading the project will be to proactively manage the efforts of the WSB team in order to facilitate timely decision-making and action by the City and other stakeholders in accordance with the overall schedule and budget.

Strategic External Communication – Justin and WSB's communication team will employ a variety of communication methods with the City of Hastings and other project stakeholders. Project development/design meetings, as described in the work plan, are effective tools to gather input from several sources at one time and to facilitate dialogue regarding project issues. Justin will prepare agendas for all meetings ahead of time and send them out to attendees so they are prepared to provide meaningful input. Agendas will include intended decisions to be made, expected contributions by attendees, and action items.

Regular Internal Communication – Justin will hold regular meetings with the project team. Frequency of these meetings will vary depending on the stage of the project, but at a minimum these will be held once a month. Standing topics will include schedule, upcoming milestone submittals, upcoming meetings, review of recent



decisions, workload, and progress. As key milestones approach, the frequency of the internal team meetings will increase. The use of this more formal approach to internal communication allows Justin to keep his finger firmly on the pulse of the project given the variety of WSB disciplines engaged in the project and anticipate the need for support in specific areas to maintain delivery schedules.

Milestone-based Scheduling – At the start of the project, Justin will establish a task and resource based schedule in Microsoft Project centered on the milestone deliverables. This schedule will be used to create a project plan within WSB’s accounting software, which in turn incorporates an anticipated budgetary progress timeline into the schedule management. At any moment, Justin can access the hours spent on each task and compare them to what the schedule anticipated, giving him an accurate picture of progress relative to the milestone.

Project Management Deliverables:

Meeting agendas and minutes, regular communication, and monthly progress updates, and invoices.



Public Involvement

Our approach to public, agency, and stakeholder involvement requires the involvement of a wide variety of interests in the project due to its proximity within this historic, highly visible, and economically sensitive location. In order to reach the full breadth of stakeholders, we propose an updated project website and mailings to support the stakeholder work sessions. These are valuable communication tools that not only cast a wide net for input, but also minimize negative responses that often are a result of insufficient or lack of information. Ron Bray and Justin Messner will facilitate the stakeholder work sessions to engage the more active stakeholders in a direct manner, capturing their expertise and knowledge regarding the project, and achieving their buy-in. Ron has been a part of several projects with a strong focus on public involvement. Recently, he managed the public involvement efforts for the CSAH 3 project for Benton County. This project affected the Sauk Rapids Downtown area, so business owners were a large concern. Along with these business owners, Ron facilitated focus groups and other meetings with the public and agency stakeholders.

As indicated in the Project Schedule, we have planned these meetings at key junctures of the development process: at concept development, as part of the alternative selection, and prior to completion of final preliminary design.



Our plan also includes facilitating three City Council Committee working sessions and presenting at two City Council meetings during the process. The City Council Committee working sessions would take place prior to a stakeholder work sessions so that the governing bodies are made aware of what will be presented, can give their feedback, and will be prepared to respond to communications from business owners and residents as part of the process. The first presentation to the City Council

would occur as part of the alternative analysis process, at the point where each alternative has clarity in terms of both benefits and impacts. The second presentation to the City Council would be in conjunction with the selection of the preferred alternative, with the purpose of achieving approval of the preliminary design and establishing the basis for construction document preparation.

Public Involvement Deliverables:

Project website updates, mailings/ brochures, facilitation/materials for stakeholder work sessions, comment response summaries, City Council Committee working sessions (agendas, leading of discussion, minutes), presentation at City Council meetings.



Alternatives Analysis

Developing alternatives and selecting a preferred solution, for both the downtown area streetscape and Levee Park improvements, will be one of the most important aspects of the project. WSB has established proven techniques for successfully leading this process, starting with clear and strong establishment of the purpose and need for the project. While this terminology has its origins in the NEPA process, the establishment of what is needed and why is a critical foundation for effective alternatives analysis and decision-making. Our goal with this first step is to not only establish a baseline of what any alternative must accomplish, but also to achieve common ground in terms of agreement on the idea that the project itself is necessary. As part of this step, criteria for evaluating alternatives will also be established.

Utilizing collected data and input from the City staff, City Council, and the public, WSB will establish concept alternatives for project features, such as pedestrian/ bicycle facilities, landscaping, architecture, and stormwater treatment. These concepts will be refined in terms of cost and associated impacts, so that assessments and ratings relative to the criteria can be reasonably determined. We propose that the evaluation of the alternatives be done using our dual matrix process. One matrix



Buffer single family residential areas	<input checked="" type="radio"/> Commercial and residential redevelopment, along with green areas, will buffer existing neighborhoods	<input checked="" type="radio"/> Commercial and residential redevelopment, along with green areas, will buffer existing neighborhoods	<input checked="" type="radio"/> Commercial and residential redevelopment, along with green areas, will buffer existing neighborhoods	<input checked="" type="radio"/> Commercial and residential redevelopment, along with green areas, will buffer existing neighborhoods
Encourage commercial redevelopment	<input checked="" type="radio"/> Commercial redevelopment will occur to the east of the Parkway	<input checked="" type="radio"/> Commercial redevelopment will occur to the east of the Parkway	<input checked="" type="radio"/> Commercial redevelopment will occur to the east of the Parkway	<input checked="" type="radio"/> Commercial redevelopment will occur to the east of the Parkway
Encourage residential redevelopment	<input checked="" type="radio"/> Adjusting the west ROW line encourages residential redevelopment to the west of the Parkway	<input type="radio"/> Adjusting the east ROW line eliminates impacts to existing residential neighborhoods to the west	<input checked="" type="radio"/> Adjusting the west ROW line encourages residential redevelopment to the west of the Parkway	<input checked="" type="radio"/> Adjusting the west ROW line encourages residential redevelopment to the west of the Parkway
Provide space for ThreeRivers trail	<input checked="" type="radio"/> The off-street trail runs on the west side of the road	<input checked="" type="radio"/> The off-street trail runs on the west side of the road north of 65th and on the east side south of 65th	<input checked="" type="radio"/> The off-street trail runs on the west side of the road	<input checked="" type="radio"/> The off-street trail runs on the west side of the road
Provide on-street commuter bike trail	<input checked="" type="radio"/> 6' on-street bike route both directions	<input checked="" type="radio"/> 6' on-street bike route both directions	<input type="radio"/> 6' on-street bike route runs north only	<input checked="" type="radio"/> 6' on-street bike route both directions
Provide bus route	<input type="radio"/> A bus route could be accommodated	<input type="radio"/> A bus route could be accommodated	<input type="radio"/> A bus route could be accommodated	<input type="radio"/> A bus route could be accommodated
Provide and link greenspaces	<input checked="" type="radio"/> Intermittent medians provide green spaces in the boulevards and the median	<input checked="" type="radio"/> Intermittent medians provide green spaces in the boulevards and the median	<input type="radio"/> Medians provide green spaces	<input type="radio"/> Boulevards provide green spaces
Provide on-street parking	<input checked="" type="radio"/> Residential areas have on-street parking except along Diagonal Blvd.	<input checked="" type="radio"/> Residential areas have on-street parking except along Diagonal Blvd.	<input checked="" type="radio"/> Residential areas have on-street parking including along Diagonal Blvd.	<input checked="" type="radio"/> Residential areas have on-street parking except along Diagonal Blvd.
Limit driveway access	<input type="radio"/> Intermittent median limits driveway access somewhat	<input type="radio"/> Intermittent median limits driveway access somewhat	<input checked="" type="radio"/> Median limits driveway access	<input type="radio"/> Road configuration does not limit driveway access

GOALS/CRITERIA	PRIORITY RATING (Average)
• Safety	5
• Trail crossing safety	4.7
• Meets the vision of Richfield Parkway	4.6
• Impact to redevelopment potential along Richfield Parkway	4
• Impact to existing residential properties	3.9
• Future bus service and transit hub opportunities	3.8
• Impact to local street traffic	3.7
• Connectivity	3.6
• Speed control / parkway transition	3.4
• Taft Park access	3.1
• Future Three Rivers trail alignment and connection	2.9
• Impact to Taft Park	2.8
• Use by larger vehicles (trucks and buses)	2.6
• Future Bloomington Avenue classification and connection to 66th Street	2.4
• Impact to access to Bloomington Avenue south of 63rd Street	2.2

evaluates each alternative relative to the criteria numerically. The numbers don't tell the whole story and can often lead to false conclusions if taken out of context, but this numerical approach provides an objective way to quantify how well the goals are achieved. Overall scores and averages help stakeholders understand how much better one alternative meets a criterion than another. The second matrix provides the more subjective context for evaluation. Each alternative is rated using partially-filled circles to communicate its effectiveness for each criterion, rather than numbers. Using this graphic-based rating, an evaluator can get a better feel for the overall performance of the alternative.

These matrices are then brought back to the stakeholders for feedback and modification. Ultimately, these tools are then used to make a final selection of the preferred alternative. Once selected, the preliminary layout, including landscaping and architecture, will be finalized, approved by City staff and governing bodies, and used in preparation of final construction documents.

Alternatives Analysis Deliverables:
 Purpose and need, concept alternatives, impact analysis, evaluation matrices, preferred alternative, preliminary layout, landscape/streetscape recommendations, renderings



Firm Background

WSB & Associates, Inc. is a professional consulting and design firm providing engineering, planning, environmental, and construction services. Our corporate culture of creativity, long-lasting relationships, and high technical standards allows us to deliver cost-effective, thoughtful, and successful projects.

We anticipate and respond to our clients' changing needs, adding services and staff to address their infrastructure and environment challenges. WSB delivers technical excellence in a trusting relationship our clients appreciate and value.

WSB has more than 220 staff members who are passionate about meeting challenges in new, innovative, and collaborative ways. Our experts continually elevate thought and practice by applying advanced knowledge in the areas of strategy, technology, and innovation.



WSB's Integrated Design Approach

Our Integrated Design Approach (IDA) team includes registered landscape architects, municipal engineers, transportation engineers, water resource specialists, environmental resource and compliance professionals, and construction professionals. These experts are dedicated to meeting your project needs.





Project Partners

In order to provide our clients with integrated design services, WSB has established close working relationships with specialty consulting professionals tailored to meet specific project needs. For this project, we have included EDI for electrical engineering and Oertel Architects. These consultants will make available their individual expertise, coordinated through the WSB Integrated Design Studio.



Engineering Design Initiative

Engineering Design Initiative (EDI), is a consulting firm focused on sustainable design, energy and the environment.

EDI offers full service design, project management, modeling, and commissioning services supporting the mechanical, electrical, and low-voltage engineering disciplines.

EDI believes that by providing superior customer service coupled with creative, sound engineering, and skilled project management, they are making a positive impact on the consulting engineering industry and to clients through the work they produce. EDI is passionate in their creative design, attention to detail, and commitment to teamwork from the initial performance goals through validation.

EDI considers themselves stewards of the environment and strives to create innovative design solutions that minimize the use of natural resources. EDI's goal is to commission systems that are sustainable, maintainable and of a quality to ensure desired system operation and longevity.

EDI is a member of the American Council of Engineering Companies, the U.S. Green Building Council, and the Building Commissioning Association. EDI actively participates in our local ASHRAE and USGBC Chapters.

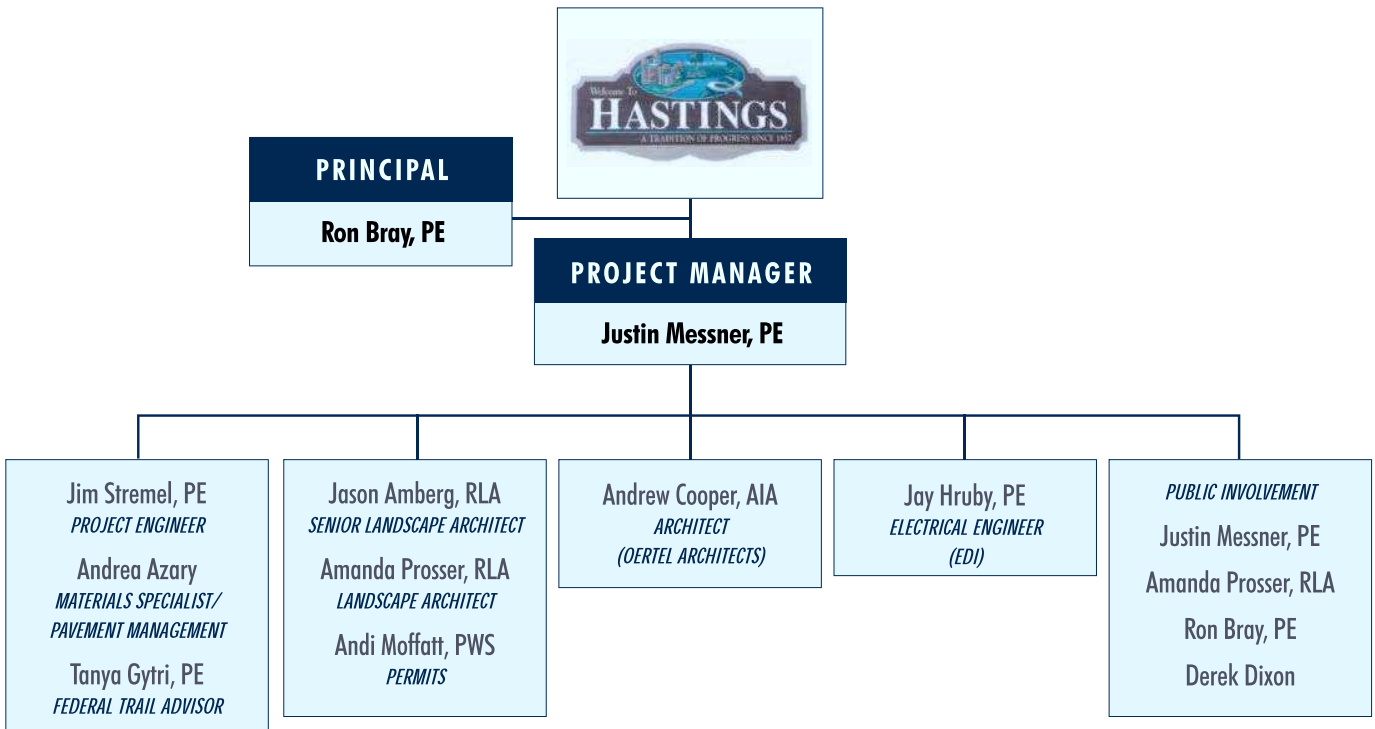
EDI is a registered Small Business Enterprise (SBE).



Oertel Architects

Oertel Architects was first established in 1996 as an Uptown Minneapolis architectural firm focusing on a few key

project types. Since then, the firm has grown, expanded its focus, and relocated to a central metropolitan location on the west side of St. Paul.



Key Personnel



Justin Messner, PE
Project Manager/Public Involvement

Justin will provide overall project direction and leadership for the team. He will coordinate the work within our team and be responsible for the staff scheduling and overall project management. Justin will make sure that the project meets a high quality standard and is delivered on time and within budget.

Justin is a Professional Engineer with 11 years of civil engineering experience. He has experience in project management, municipal design, construction inspection, and surveying. Justin’s current responsibilities include project management, municipal design, feasibility studies, sewer and water systems analysis, development plan review, and cost estimating. He is currently serving as the City Engineer for Tonka Bay and Hanover and as Assistant City Engineer for St. Anthony Village, Wyoming, and Sartell. Justin also manages various engineering projects for Minnetonka, Burnsville, and Woodbury.



Jim Stremel, PE
Project Engineer

Jim has more than 11 years of experience in project management of a wide variety of projects, including preliminary and final design of local, state, and federally funded street/utility extensions and rehabilitation projects, water resources engineering, residential/commercial development planning and design, and construction management. He also has extensive experience in MN Statutes Chapter 429 for special assessments. Jim has managed the preliminary design, final design, and construction for several recent Chapter 429 special assessment projects, including the 2013 Street Improvement Project in Wabasha and the federally funded 2012 North Ravine Area Drainage Improvement Project in Newport. In 2008, Mr. Stremel also completed plans, specifications, and construction administration duties for the 2008 City of Hastings Downtown Street and Watermain Improvement project. This project included 2,300 feet of trunk watermain and concrete street improvements within the historic downtown area.



Ron Bray, PE
Principal/Public Involvement

Ron is a Vice President with nearly 30 years of experience in transportation engineering and planning, design and construction services related to traffic, roadways, and bridges, including MnDOT and consulting experience. Ron worked for MnDOT District 3 for nine years and maintains excellent relationships with them, as well as the counties within the District. He has now worked on numerous challenging and high profile construction projects throughout Minnesota successfully.

Ron has extensive experience in public hearings and the public involvement process working with residents, our government clients, and all those involved with the project including the media (newspapers, radio stations, television, etc.). He is certified in the Systematic Development of Informed Consent process. Ron is aware of current design standards, the Highway Project Development Process established by MnDOT, and state and federal regulations. He has completed numerous federally funded projects for MnDOT, counties, and municipalities.



Andrea Azary
Materials Specialist/ Pavement Rehabilitation

Andrea is a graduate of the University of Minnesota, Institute of Technology. She completed graduate school for Civil Engineering with an emphasis on pavements and materials. Andrea's masters research was on the effect of heavy agricultural equipment on the flexible and rigid pavements in rural roads in Minnesota, Wisconsin, and Iowa. She joined WSB in July 2011 and is developing strong experience in general civil engineering, GIS, construction administration, and pavement/asset management. Andrea's education, research, and experience working with pavement and materials are a valued addition to WSB's Construction Services Group, helping to expand an already recognized pavements and materials group.



Jason Amberg, RLA
Senior Landscape Architect

Jason has dedicated more than 18 years to the profession of Landscape Architecture. In that time, he has established himself as an expert in park, athletic facility, natural resource, trail, and public space planning and design projects. Through his experience working with municipal staffs, park boards, and public groups, Jason has developed a capacity for arriving at creative design solutions that meet the goals of the project, while respecting the divergent input of stakeholders.

For this project, Jason will oversee the Landscape Architectural Group's conceptual design of park space, pedestrian streetscapes, and other landscape architectural elements.

He is particularly astute at managing projects from the design through construction and observation phases. His responsibilities routinely include project management, site analysis, planning and design, construction document preparation, and construction administration/observation.

Jason has been directly involved with hundreds of park and pedestrian space projects throughout his career. Some recent applicable examples of past projects include, Heritage Village Park on the Mississippi in Inver Grove Heights, Hilde Performance Area Amphitheater in Plymouth, and the Hastings Parks, Trails, and Open Space System Plan.



Amanda Prosser, RLA
Landscape Architect/Public Involvement

Amanda has been practicing the landscape architecture field for over eight years and specializing in projects

that have an emphasis in parks and recreation related projects. Amanda brings a graphic design-based perspective that allows for creative design ideas to be fully articulated, thus making sure that the public can grasp and appreciate the nuances of a design outcome. Recently completed master plans for Paul Bunyan Park in Bemidji and Plymouth's 36th Avenue City Center Corridor improvements are reflective of Amanda's increasingly diverse project experience, in which her imaginative design solutions take into consideration inherent cultural, natural, and historical sensitivities common to public projects. She enjoys blending the world of art and nature at all times.

Amanda has also been project manager for a number of park master plans, streetscape improvement projects, and park and trail system planning projects all of which required facilitating public meetings and presentations that go along with these types of projects. She enjoys working with clients and the public to ensure that the end product will meet the needs and interests of all involved.



Jay Hraby, PE (EDI)
Electrical Engineer

Jay has committed a large percentage of his electrical engineering career to the promotion of energy conservation and sustainability within his designs

of historical and public projects. He has teamed with utilities, environmental groups and energy conservation organizations to provide the Owner with a sustainable project that meet the owner's performance goals.



Andi Moffatt, PWS
Permits

Andi leads WSB's Environmental and Natural Resource Group and has 17 years of experience in project management in this area.

Her experience includes environmental assessment, comprehensive plans, wetland delineations and assessment, natural resource management plans, and permitting. Andi has successfully managed large environmental projects that bring the expertise of many staff together to accomplish a common goal for her clients. She is also committed to delivering outstanding customer service to her clients on a daily basis.



Derek Dixon
Public Involvement

Derek is a marketing coordinator with WSB. He has a bachelor's degree in communication studies with an emphasis in public relations. At WSB,

Derek maintains the company intranet site, along with the corporate social media pages (Twitter, Facebook, Youtube, etc.). One of his strengths is developing cost-effective solutions by utilizing new media and other cutting edge technologies. Derek strives for efficient communication that is accessible to the all stakeholders. Recently, he managed the social media and website efforts for the 43rd Avenue Corridor Study in Bismarck, North Dakota. Currently, he is managing the project website and Facebook page for the North Mankato Comprehensive Plan.



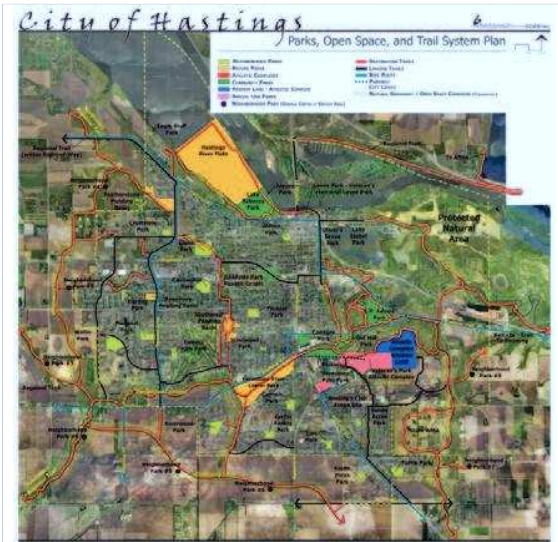
Andrew Cooper, AIA
Architect

Andrew has worked on a number of projects and has filled a variety of roles. He has worked with new construction projects and building renovations and

expansions. Andrew's responsibilities include schematic design, master planning, project coordination, client/public contact, 3D building modeling, construction documents and construction administration.



Similar Experience



Parks, Open Space, and Trail System Plan Hastings, Minnesota

In the winter of 2007, Hastings commissioned WSB (formerly Brauer & Associates) and established a citizen task force to oversee the preparation of a comprehensive parks, open space, and trail system plan for the city. The first step of the process was understanding the needs of the community. Through the public process, citizens and their local representatives on the Task Force, NRRC, and City Council had a variety of opportunities to provide input and perspectives on planning issues. Through these interactions, a strong and consistent public statement has been made: Preserve the sense of place and livability of the community while accommodating growth and evolving recreational and social trends. These values have been extensively reflected in the system plan.

France Avenue Transportation Enhancement Project City of Edina, MN

WSB was selected by the City of Edina to assist them with bicycle and pedestrian improvements (including preliminary and final design) on France Avenue between 66th 76th Streets. Specific enhancements were made at intersections and intersection approaches at 76th Street, 70th Street and 66th Street. In addition the project identified and addressed missing sidewalk and/or trail connections on the east side of France Avenue, ensuring that users on both sides of France Avenue would have an opportunity to access one of the planned crossing locations.

The primary goal of the project was to provide safe, efficient, and aesthetically pleasing crossings of France Avenue for pedestrian and bicycles. In order to achieve these goals, direction was provided by previous studies for the France Avenue/Southdale area; federal, state, and county design guidelines; the City's 2008 Comprehensive Plan; two stakeholder meetings; and input from the Edina Transportation Commission.

Based on the review of the existing conditions and the project goals, three intersection design concepts were developed, reviewed and analyzed.

Coordination with several agencies occurred during the preliminary studies, concept development, re-scoping of the project and final design. These agencies have included:

- Hennepin County Community Works
- Hennepin County Transportation
- Three Rivers Park District
- Transit for Livable Communities
- Metro Transit
- Minnesota Department of Transportation

WSB's role in this project was to prepare and analyze preliminary concept plans, prepare a detailed feasibility study to document the proposed design and estimated costs, coordinate and lead the agency and public involvement process, and prepare final design plans for the improvements.



Sauk Rapids Regional Bridge – Downtown Streetscaping

Sauk Rapids, MN

Stearns County and the City of Sauk Rapids retained the WSB team to review alternatives being prepared for Benton County for the Sauk Rapids bridge replacement in downtown Sauk Rapids. This included several alternatives with grade-separated and at-grade crossings of the BNSF tracks. The project involved an analysis of the existing train traffic and vehicular traffic.

The WSB/SRF team worked with downtown Sauk Rapids businesses and the public to streetscape the areas affected by the new approach roads to the bridge. Safety for pedestrian traffic was paramount, as well as maintaining the hometown feel of the downtown area. Design plans included paver sidewalks, landscaping, and benches.

WSB was responsible for the project management of the construction of the Sauk Rapids Regional Bridge. The project included the construction of two bridges, a concrete one to span the BSNF railroad and a steel one to span the Mississippi, and a pedestrian helix ramp to allow foot traffic direct access to the park located beneath the bridge.

Point Douglas Regional Trail

Washington County, MN

WSB's Landscape Architecture Group was involved with the Pt. Douglas Regional Trail master plan. This trail has long been recognized as an important part of Washington County's Comprehensive Plan and overall trail system plan. The rationale for developing a trail along this corridor is strong for a couple of key reasons, namely providing: 1) a high recreational value amenity in a scenic setting along the Mississippi River 2) a critical link that ties together numerous, local, regional, and state trails and parks and natural areas into a cohesive, interconnected system.



Hilde Performance Center *Plymouth, MN*

The Hilde Performance Center is home to the renowned Music in Plymouth Celebration that occurs every July in the city of Plymouth. The performance stage is positioned between City Hall, Millennium Gardens, Lifetime Fitness, and Plymouth's main retail center.



Despite its great location, there were no identifying features or entrance points that indicated to visitors or passersby where to enter the site or what the site offers. This project focused on solving this issue and enhancing the overall concert and park experience.

The master plan for this park included creating a main entrance plaza along Plymouth Boulevard and highlighting key secondary entrance points. It also creates space for vendors, restrooms, enhanced spectator seating, a small play area, and improved circulation. All of the sculptures, ornamental fencing, light standards, play equipment, paving patterns, etc. are all music and performance-themed.

Heritage Village Park on the Mississippi *Inver Grove Heights, MN*

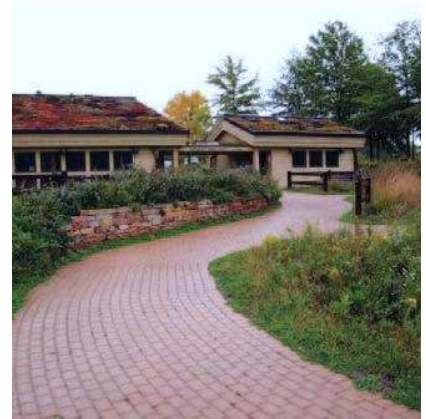
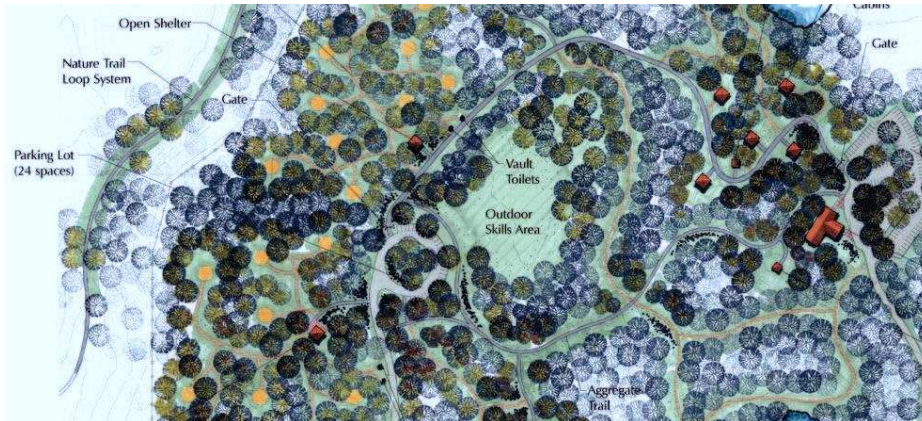
WSB was selected by the City of Inver Grove Heights to prepare an updated Master Plan for the Heritage Village Park on the Mississippi Park site due to additions to the park property, as well as some significant land use changes and limitations since the first master plan had been created.



A task force of members from the community were involved throughout the design process. Input was also gathered from the adjacent landowners along the riverfront area and the greater community through an open house meeting to ensure that all issues and comments were addressed.

The park includes a regional trail system that winds its way through the entire park with numerous park trails that access the recreational amenities, create loop trail systems and connect the main park space to the historic Rock Island Bridge overlook, which has been recently restored. From the bridge overlook, a trail provides access to the rivers edge, as well as a deck overlook from the upper embankment where the previous railroad line was located.

The master plan focused on creating passive park recreation emphasizing the historical aspects of the park and community with multi-functional spaces. The park contains loop trail systems, natural prairie areas, a large multi-use park shelter building, a historical-themed Heritage Garden space for displaying historical and cultural artifacts, a small performance area with lawn seating, a community sized children's playground, small splash pad, and numerous spaces for picnic opportunities.



Work Plan

The following work plan is based on the Summary of Work Tasks and Work Task Descriptions as presented in the RFP. All tasks and deliverables discussed in the RFP are included in our work plan, regardless of whether specific reference is made here.

Task 1: Project Management

Justin Messner will provide the overall project management for the project and be the primary point of contact for the City of Hastings on the project. This task will include:

- Regular communication with Nick Egger regarding project status, including progress reports, budget and schedule.
- Scheduling and facilitation of project development/design meetings, including agendas and minutes.
- Coordination of overall design team activities, including meeting materials and graphics.

Task 2: Public and Agency Involvement

WSB will work with the City of Hastings to prepare and implement a public involvement plan to convey and gather input on the project. As described in the RFP, this task includes the materials, attendance, and administration of the following meetings:

- Five (5) project development/design meetings
- Three (3) stakeholder input and consensus-building work sessions
- Three (3) City Council Committee work sessions
- Two (2) City Council meeting presentations





High-level and open communication throughout the project with property and business owners is valuable to us so that we can use the discussion to shape our final recommendations and the end product. High-level communication will result in informed property and business owners and ultimately overall project acceptance. Communication will be critical to facilitate and address access to businesses, on street parking, delivery services, and garbage pickup. It will also help minimize questions and comments at the public hearings.

WSB will provide educational materials, such as brochures, pamphlets, newsletters, and graphics for Hastings’ website to inform the stakeholders and public of the proposed project and answers to frequently asked questions. We have often found that a well-written informational document can be developed and provided to a property owner that contains answers to frequently asked questions in an easy to read format. WSB will also work with City staff to determine other methods as well that have worked best on past projects within the City.

Task 3: Concept Alternatives

Based on input by the City of Hastings, the stakeholders, and general public in the previous task, the WSB team will prepare up to two alternative concept plans for the streetscaping, park, parking lot, and restroom building. These concepts will explore variations in the ideal physical relationships between the elements, maximization of efficiency, exploiting unique site opportunities, operation and maintenance issues, etc. Our team will present the concepts, gather reactions and comments to each, integrate our dual matrix decision process, and note preferences for one single plan or a combination of plan ideas.

Task 4: Develop Preliminary Layout

Preliminary design layout will be prepared based on the preferences in the previous steps and in accordance with the City of Hastings and State Aid standards. WSB will work alongside City staff to ensure all the tasks as listed in the RFP are met. WSB will prepare an itemized cost estimate for the preliminary layout to determine the feasibility of moving forward with final design. Costs will be split by funding source and a preliminary assessment role will be prepared to assist with the determination of feasibility in accordance with MN Statutes Chapter 429.

WSB will also provide a preliminary drainage design, including catch basin relocations, pipe network, and stormwater treatment methods (if necessary). A construction-phasing plan will be identified at this stage. The intent is to minimize impacts to businesses during regular business hours. It is anticipated that no permanent right of way or temporary easements will be needed for this project.

WSB will follow MnDOT’s procedure for utility coordination and relocation. We will conduct a Gopher State One Call Design Locate and use this information to determine and eliminate potential conflicts.





Schedule

Below is a list of the major work tasks and proposed dates for achievement. Assuming a Notice to Proceed is issued in late October 2013, we propose the following schedule:

- Late October 2013Award consultant contract
- October 30, 2013Project development/design meeting #1
- October 30, 2013Gopher State One Call
- November 1, 2013Evaluate streets for repairs/intersection analysis
- November 6, 2013Prepare and submit project informational brochure
- November 19, 2013Stakeholder work session #1
- November 20, 2013Prepare and submit comment response summaries
- December 4, 2013City Council Committee working session #1
- December 6, 2013Project development/design meeting #2
- January 8, 2014 Submit initial concept design and alternative layouts, draft cost estimates, funding sources, and impact analysis
- January 15, 2014Project development/design meeting #3
- January 22, 2014Stakeholder work session #2 - introduce evaluation matrices
- January 29, 2014City Council Committee working session #2 - introduce evaluation matrices
- January 31, 2014Submit comment response summaries and initial findings of evaluation matrices to City staff
- February 6, 2014Project development/design meeting #4
- February 21, 2014Submit revised layouts, cost estimates, and presentation to City staff for review
- March 3, 2014Presentation to City Council and present findings of evaluation matrices and discuss "purpose and need"
- March 12, 2014Stakeholder work session #3 - revisit evaluation matrices and reach consensus
- March 14, 2014Submit comment response summaries and final findings of evaluation matrices to City staff
- March 19, 2014City Council Committee working session #3 - revisit evaluation matrices and reach consensus
- March 21, 2014Project development/design meeting #5
- April 2014.....Prepare preliminary design report detailing recommendations, final cost estimates, funding sources, and final layouts and renderings.
- May 5, 2014Presentation to City Council and present findings and recommendations

**The above is a tentative schedule, subject to confirmation with City staff at the Project Development/Design Meeting #1.*

Cost

Task	Description	Estimated Hours								Total Hours	Cost
		Principal	Project Manager	Project Engineer	Landscape Architect	Architect	Electrical Design	Engineering Specialist III	Clerical		
1.	Project Management										
A.	Management	4	12		16					32	\$3,364.00
B.	QA/QC	6								6	\$798.00
C.	Meeting Agendas and Minutes		2		4				8	14	\$1,224.00
	Subtotal	10	14		20				8	52	\$5,386.00
2.	Public and Agency Involvement										
A.	Stakeholder Meetings (3)	4.5	4.5		4.5					13.5	\$1,525.50
B.	Project Development/Design Meetings (5)		8		8					16	\$1,648.00
C.	City Council Work Sessions (3)		3		3					6	\$618.00
D.	City Council Presentations (2)	3	3		3					9	\$1,017.00
E.	Informational Materials (Brochures, Newsletters, Website)		2	4	2		4		10	22	\$2,078.00
	Subtotal	7.5	20.5	4	20.5		4		10	66.5	\$6,886.50
3.	Concept Alternatives										
A.	Downtown Streets & Streetscapes		1		24					25	\$2,276.00
B.	Parking Lot		1		12					13	\$1,196.00
C.	Levee Park Improvements				24					24	\$2,160.00
D.	Restroom Facility Concept					30				30	\$3,600.00
E.	Street and Parking Lot Lighting		1				36			37	\$4,076.00
	Subtotal		3		60	30	36			129	\$13,308.00
4.	Develop Preliminary Layout										
A.	Review Record Drawings			2						2	\$202.00
B.	Private Utility Coordination		1	2						3	\$318.00
C.	Downtown Streets & Streetscapes	4	4	10	16		8			42	\$4,390.00
D.	Parking Lot Reconstruction		3	6	8		4			23	\$2,572.00
E.	Alley Reconstruction		3	8			12			23	\$2,572.00
F.	Levee Park Improvements		2	4	16					22	\$2,076.00
G.	Restroom Facility			2		20		4		27	\$3,074.00
H.	Street and Parking Lot Lighting						27			27	\$2,970.00
I.	Construction Phasing		2		2					4	\$412.00
J.	Cost Estimate / Funding Split / Preliminary Assessment Role		4	12	8					24	\$2,396.00
K.	Preliminary Design Memo		2	8	8	2	2	6	2	30	\$3,086.00
	Subtotal	4	21	54	58	22	29	34	2	150	\$23,642.00
Total Hours		21.5	58.5	58	158.5	52	65	38	20	397.5	\$49,222.50
Average Hourly Rate		133.00	116.00	101.00	90.00	120.00	110.00	118.00	79.00		
Design Total Direct Labor Costs		\$2,859.50	\$6,786.00	\$5,858.00	\$14,265.00	\$6,240.00	\$7,150.00	\$4,484.00	\$1,580.00		\$49,222.50
TOTAL PROJECT COST											\$49,222.50



October 4, 2013

Nick Egger, PE
 City Engineer
 City of Hastings
 101 4th Street East
 Hastings, MN 55033

Dear Mr. Egger:

In order for the City of Hastings (City) to realize a successful Downtown Street, Parking Lots, and Levee Park Improvement Project, the City must team with a consultant that has the experience and poise to meet your project challenges head on, while keeping area businesses and residents informed every step of the way. Short Elliott Hendrickson Inc. (SEH[®]) has assembled its very best team to provide Hastings with an innovative, collaborative, and integrated approach to delivering a successful downtown and riverfront improvement project. Here's how:

Project Management Synergy. The City will receive great synergy from Project Manager Paul Pasko's experience and involvement rehabilitating the water main pipe in the entire project area using trenchless methods. Paul is a nationally-recognized expert in trenchless water main rehabilitation methods and has appeared on Discovery Channel discussing these methods. Water main rehabilitation work is scheduled in the project area before the start of this improvement project. By having Paul lead both projects, the City will not only benefit from efficiencies in time, effort, and minimal rework, but also from what will be Paul's already keenly developed understanding of the needs, concerns, and expectations of that key set of project stakeholders—the business owners.

A Tailored Approach. SEH is proposing to implement an 'a la carte' menu of downtown improvements. This approach will allow the City to reimagine and renew its downtown and riverside infrastructures. The areas of intense project focus will include:

- The City's pavement rehabilitation needs, including accurate and comprehensive cost estimates
- Safe, well-connected, accessible, pedestrian and trail networks including connectivity from the downtown streets to the river
- Sensitivity to the City's redevelopment efforts along the riverfront including senior housing and residential mix options on the west side of the bridge, and redevelopment of the historic Hudson Manufacturing building on the east
- A robust and proven stakeholder engagement process that builds project consensus, and keeps businesses, residents, and the City informed every step of the way
- Energy efficient and "smart" lighting recommendations
- Feasible, realistic, and practical downtown streetscape recommendations
- Incorporating low impact development BMPs with aesthetic value for the parking lot reconstruction, bathroom facility, amphitheater seating, site placement of proposed pavilion, etc.
- Designing park improvements that are consistent with the Master Plan and confirmed project scope work

Multi-Disciplined Experience. SEH brings extensive experience with similar downtown improvement projects to address ALL of Hastings' downtown/riverfront improvement needs. We will draw from our team's experience addressing the multitude of similar project issues to deliver feasible solutions and processes that lead to a successful project implementation.

Please contact us with any questions or requests for additional information. We appreciate the opportunity to respond and look forward to putting our experience to work for you.

Respectfully submitted,

A handwritten signature in black ink that reads "Paul J. Pasko III".

Paul J. Pasko, III, PE
 Project Manager



Concepts to improve downtown walkability will be developed.



Alternates will be developed that provide continuity from the riverfront to parking lot to the alley and downtown.

Our overall approach to addressing project issues and achieving core project objectives is rooted in a whole-systems process of create, analyze, and collaborate. We routinely work as extensions of staff, providing technical expertise, while helping our clients and their public evaluate, plan, and execute projects that express community values and enhance livability.

Project Understanding and Approach

The City of Hastings is finalizing improvements to its downtown streets, parking lot, alley, and Levee Park. The challenge is to implement this 'a la carte' menu of improvements while considering the needs of two key stakeholder groups. Group one is the downtown business owners (owners), and group two is the users of Levee Park (users). The challenge for the community will be to balance the needs of the owners and users in decisions regarding the downtown and its adjacent river front.

SEH Project Manager Paul Pasko brings a proven approach to managing and coordinating with a diverse and multi-disciplined technical team required to deliver large and complex street improvement projects. In addition, he understands the importance of working closely with area stakeholders to build project consensus, provide access to businesses, and minimize disruptions for businesses and users alike. With this in mind, SEH is committed to help unify business owners and balance their needs along with those of the larger group of users.

The proposed downtown/riverfront includes a variety of exciting future residential and commercial development projects and recreational features such as the Rotary Pavilion, the pavilion's amphitheater, the bathroom building, existing and future bike trails, and also necessary pavement repair, parking lot, and alley reconstruction. With these infrastructure features comes an equal opportunity to provide meaningful stakeholder engagement with the Council, owners, and users. Our approach to stakeholder engagement will help these participants understand project parameters and reach consensus on the phasing for the 'a la carte' menu of improvements.

A typical approach to a project like this closely coordinates technical and engagement work. For example, the technical team usually provides the engagement team with key information for stakeholder meetings. We propose to “ratchet up” the magnitude of engagement by comprehensively integrating the engineering and engagement project disciplines while adding an urban design component.

We are committed to the integration of stakeholder engagement, urban design, and engineering disciplines. Sharing the core of this approach is respect and humility, and resisting the urge to present detailed design too soon. While the SEH team and City staff bring extensive technical and design expertise, we understand that we do not speak for the stakeholders.

We know that Hastings has a history of engaging its community in planning and improvement projects including the 2003 Heart of Hastings Plan, the 2006 Levee Park Master Plan and 2009 update, the 2008 Downtown Redevelopment Plan and the 2010 Comprehensive Plan. We also recognize that community leaders have worked diligently to engage the public, update planning efforts, upgrade infrastructure, and secure funding.

Our plan is a structured process that evaluates and validates your past efforts, rather than starting over. Furthermore, our plan is built around clear goals. It makes only the promises we know we can keep while providing technical information at a level so City staff and stakeholders can meaningfully contribute, listen to diverse voices, and rigorously explore defined alternatives - to weave together stakeholder needs and priorities along with the technical requirements.

SEH will use this proven approach to deliver innovative, collaborative, and integrated solutions for the City of Hastings’ Downtown Street, Parking Lot, and Levee Park Improvements Project.



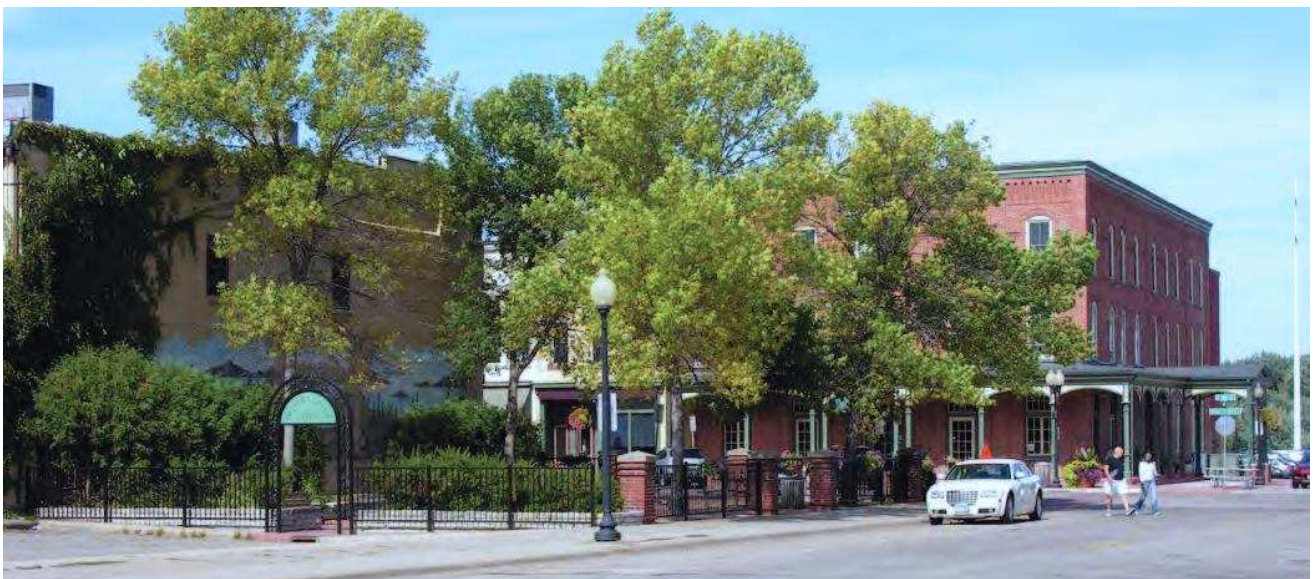
Pavement needs will be inventoried.

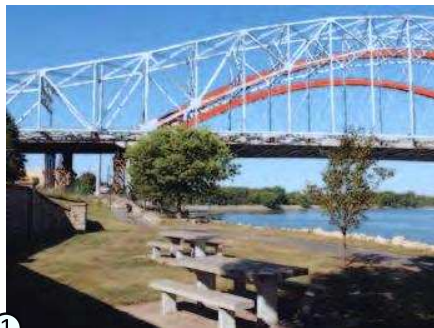
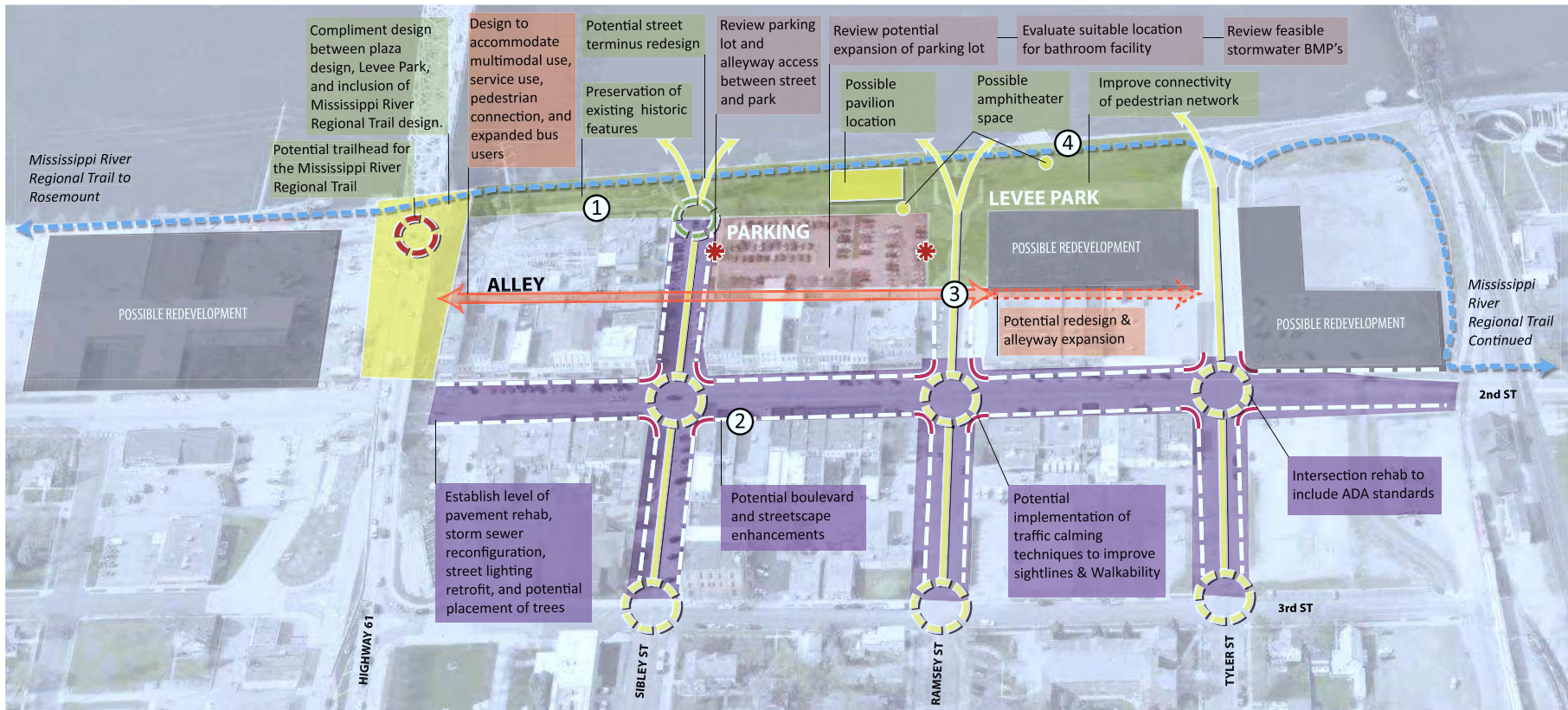


New bathroom facilities will move closer to implementation.



Master Plan levee park features will be developed.





① Review pedestrian and bicycle network, and look at recommendations to connect to the Mississippi River Regional Trail network.



② Evaluate options to replace decorative pavement, landscape treatments, site amenities, existing lighting, meet ADA standards, and to develop pavement rehab needs.



③ Develop designs in alley and parking lot to accommodate multimodal use, service use, pedestrian connection.



④ Evaluate and carry forward themes from the Levee Park Master Plan.

Work Plan

Project Management

Successful project management requires a broad range of tools and procedures to keep the process moving forward and to assure proper sequencing of the technical efforts. Project Manager Paul Pasko will complete all project management duties including preparing, organizing, and facilitating project meetings. Paul will review the project schedule regularly, ensuring deadlines are understood, and the progression of tasks, as they relate to achieving critical milestones and project expectations, are fully met. Agendas, handouts, meeting minutes, and other materials will be developed.

Public Engagement

Our team's success in achieving informed consent is derived from an understanding and belief that there are no preconceived solutions, and stakeholders can add value through the entire design process. A range of techniques, targeted to the needs of specific stakeholders and integrated into the design process will be developed for this project and will be used as we move through various stages of the planning and design process.

In this way, we gain meaningful input, increase citizen understanding of the project, and ultimately build the deep support needed to fully implement the goals of the downtown/riverfront improvements.

The work plan tasks for urban design and engineering is integrated with our public engagement tasks to illustrate the process we are recommending. The graphic on page 9 also illustrates the work phases and how the proposed public engagement processes and meetings fit in the overall project timeline.

During our planning and review of public engagement for this proposal, we have identified other potential techniques to be considered to inform the community about upcoming meetings and project status:

- Project website
- e-Newsletters
- Open houses
- Interviews with key stakeholders

Project Management Tools

- Overall project administration including communication, work direction, and invoicing
- Productive and engaging client and agency coordination
- An effective system for quality control and assurance
- Schedule/budget adherence and management



Aside from strategic in-person design meetings, Paul will provide weekly teleconference briefings with Nick to ensure that the project is progressing as expected and that ongoing issues are addressed in a timely manner.



The value added benefit of Paul as the PM, is his involvement in the underground water main rehabilitation work that is expected to precede construction in parts of the downtown area. While it is a separate project, the synergy of both projects led by the same project manager, creates efficiencies that will save you time and effort.

Urban Design and Engineering Services

Phase I – Identify, Inventory, and Analysis

This phase will focus on working with the City Staff Working Group (CSWG), the Stakeholder Sessions (SS), and the City Council Committee (CCC) to evaluate and validate the project scope components. We will pay particular attention to analyzing existing conditions and background information, review site changes from the new bridge improvements, relationship of the downtown streets to the river, and the natural environment.

Task 1.1 Project scope and validation session. Conduct a coordination meeting with the CSWG (Meeting #1) to confirm the project work plan, schedule, public engagement process, and other components of the project. We will review with City staff, their priority of improvements needed to be accomplished to enhance our understanding.

We will conduct a field walk to assess and evaluate each element of the project, i.e. downtown pavement, pedestrian crossings, lighting, alley, parking lot, bathroom facility and pavilion considerations, and program activities proposed for Levee Park.

Task 1.2 Gather background data and analyze existing conditions. The project team will inventory and establish a baseline of existing infrastructure conditions to adequately formulate realistic solutions. We will prepare a base map of the project area from available aerial photography and GIS information available from the City.



Concrete Pavement Evaluation

SEH will perform a pavement joint inventory and survey of the existing distresses on the downtown concrete streets to outline appropriate joint repairs and corresponding cost estimate. MnDOT concrete pavement rehabilitation methodology will be used for guidance in determining recommended repairs.



Areas of particular design focus include:

- Straight forward assessment of pavement rehabilitation needs, including accurate and comprehensive cost estimates
- Safe, well connected, accessible pedestrian and trail networks, including connectivity from the downtown streets to the river, addressing pedestrian crossings and sight lines and future regional trails
- Sensitivity to how this project will help frame the City's efforts for redevelopment along the riverfront including senior housing and residential mix options on the west side of the bridge and redevelopment of the historic former Hudson Manufacturing building on the east
- Energy efficient and "smart" lighting recommendations
- Feasible, realistic, and practical downtown streetscape recommendations
- Thoughtful attention to incorporating low impact development BMPs in the parking lot reconstruction, bathroom facility, amphitheater seating, site placement of proposed pavilion, etc.
- Designing park improvements that are consistent with the Master Plan and confirmed project scope work



Example of a forces and opportunity map created for a City of Minneapolis project

Task 1.3 Prepare forces and opportunities map. We will assemble the evaluation and validation findings summarized on a site diagram illustrating all elements of the project including validation of the recommendations from the updated 2009 master plan and recently completed projects.

Task 1.4 Conduct stakeholder input gathering meetings; CSWG (Meeting #2), CCC (Meeting #1) and SS (Meeting #1). These meetings will inform summary and analysis work, confirm desires and needs as part of the improvement opportunities. These sessions will function as a workshop session to give everyone the opportunity to hear each other's thoughts, brainstorm ideas, and share their concerns.

Task 1.5 City Council Meeting Presentation (CCM Meeting #1). Present work developed to date to the City Council. This meeting will serve as a way for the Council to formally weigh in on the understanding and approach developed to date, and get their approval to begin evaluating alternative design scenarios.

Phase 2 – Preparing and Evaluating Alternative Design Scenarios

Phase 2 will focus on preparing alternatives based on feedback gathered from working groups and committees. The downtown/alley/parking lot and park project components provide a great opportunity to further improve the economic vibrancy and use of natural assets, combining continuity between needed reconstruction and new park improvements to the public space being created under the new bridge.



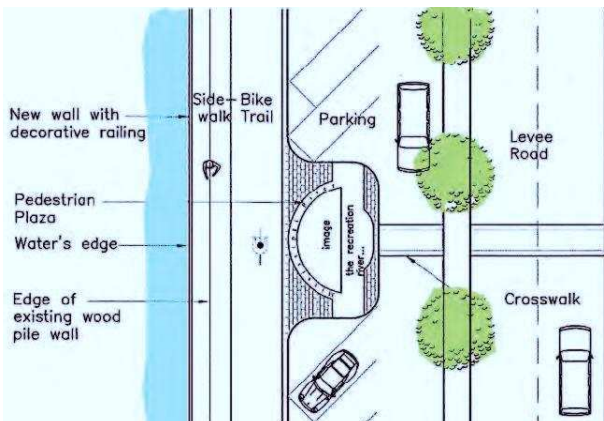
Smart Lighting System Design

Recent advancements in the lighting industry present opportunities to improve the quality of outdoor lighting while reducing overall operating and maintenance costs. LED lighting equipment coupled with intelligent lighting controls can enable the City to provide appropriate lighting levels during times of peak area use and reduce these levels during off-peak times.

SEH will assess the existing lighting system and current operating methods in order to present options for new lighting equipment to accommodate the City's aesthetic requirements, conserve energy, meet operation and maintenance expectations, and provide appropriate roadway and pedestrian lighting levels.

Water Resources

Our SEH water resources team will investigate opportunities to provide creative and functional low impact development storm water management components that are integrated into the project, sustainable, and complementary to the overall design aesthetics of the downtown/riverfront improvements, especially the reconstructed parking lot. A well designed project will be consistent with the applicable stormwater management policies and regulations of the City of Hastings, Vermillion River Watershed Organization, and the Minnesota Pollution Control Agency while being mindful of site constraints such as proximity to water supply aquifers, shallow bedrock, and proximity to the Mississippi River.



Example concept developed for a City of Red Wing project

Work Sharing Opportunities

We recognize the benefit that real partnering with a community can bring, especially when those activities can create efficiencies and provide cost savings. We often serve as extensions of City staff, and conversely add City staff to our work tasks. There are a number of tasks in which City staff could help, depending on your availability and staff resources. The following is a sample of what you potentially assist us with. Without a doubt, more ideas will come forth as the project progresses.

- Pavement assessment inventory
- Base map preparation
- Administrative assistance at meetings to capture and distribute minutes, preparation of agendas, invitations, and mailings

Task 2.1 Develop Concept Alternatives. Based on information gathered to date, we will prepare up to two (2) conceptual plan alternatives illustrating potential recommendations for the project scope elements.

The concepts will be presented with illustrative plans, sketches, and sections to communicate the design intent that will help depict potential character, materials and connectivity of the project elements.

Task 2.2 Prepare Concept Cost Estimates. Each alternative will include anticipated infrastructure needs and a conceptual opinion of probable construction cost. Cost estimates will be itemized by project features to evaluate and set expectations for future recommendations.

Task 2.3 Facilitate CSWG Meeting #3. Present concept alternatives and build composite recommendations for each element of the project. Evaluation of the concepts will include discussion of cost information, ongoing maintenance needs, construction staging and possible phasing scenarios.

Task 2.4 Conduct SS Meeting #2. This meeting will present concept alternatives and cost estimates to the stakeholders and will also be an opportunity to brainstorm/sketch any other creative ideas from the group.

Task 2.5 Conduct CCC Meeting #2. The purpose of this meeting will be to review and provide comment on preferred alternatives, cost findings, and feedback on possible phasing scenarios gathered from the CSWG and SS.

Phase 3 – Refine Alternates, Build Consensus

This task includes refinement of the concept alternatives into a synthesized, preferred plan based on feedback from another set of SS, CCC and CSWG meetings. We have purposely scheduled these with the stakeholder session first, then CSWG and finally the CCC, because at this point in the process, we are dialing into a recommended project scope, working to build consensus and establish priorities.

Task 3.1 Develop Preferred Alternative. After feedback gathered the project team will refine the concepts into one preferred approach. The preferred design will include all elements agreed in the project scope.

Task 3.2 Prepare Preliminary Construction Estimate. Once the final preferred plan has been developed, a more detailed and quantifiable cost estimate will be developed to help evaluate strategic phasing strategies and confirm feasibility.

Task 3.3 Prepare Strategic Phasing and Project Sequencing Plan. The Project Team will prepare an implementation strategy and action matrix that will help prioritize key recommendations, and will identify public/private initiatives, parties responsible for funding in short, medium, and long term phases.

Task 3.4 Conduct Meeting #3 with the SS. Present preferred alternative recommendations to the SS. The session will help inform the possible implementation strategy and sequencing plan. We will gather and incorporate feedback into the materials developed.

Task 3.5 Present Final Alternative and Discuss Feedback from the SS Meeting to the CSWG (Meeting #4). Final materials to date will be presented to gather feedback on final project scope/preferred alternate, cost estimate, and prioritize key recommendations.

Task 3.6 Conduct Meeting #3 with the CCC. Present preferred alternative recommendations to the CCC. The session will help inform the possible implementation strategy and sequencing plan and feedback gathered from the SS and CSWG. We will gather and incorporate feedback before final recommendation to the City Council.

Phase 4 – Adoption of Final Project Scope and Phasing Plan

This task will deliver the preferred scoping plan and features documented in a report that includes recommendations for a phasing strategy, costs, and potential funding for final City Council Adoption.

Task 4.1 Final Plan Edits. The Project Team will refine final project scope recommendations, cost estimate, and phasing plan before presenting to the City Council.

Task 4.2 Conduct CSWG Meeting #5. A final meeting with City staff will be conducted to review and confirm final materials before making final recommendation for City Council adoption.

Task 4.3 CCM Meeting #2. The SEH Project Team will present final recommendations to the City Council for approval and plan adoption.



Example phasing plan developed for a City of Willmar project



Project Fees

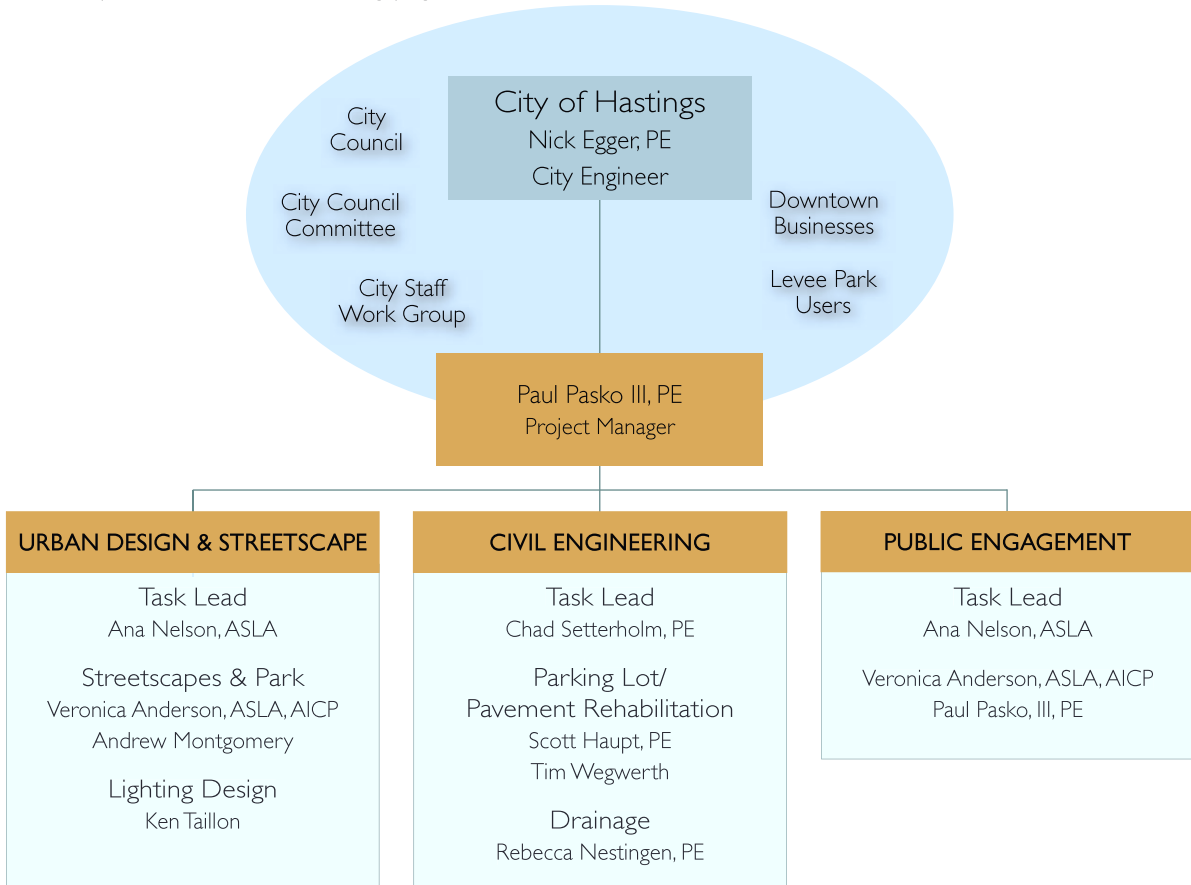
The proposed fee for our professional services approach and schedule outlined in this proposal is \$59,000 including reimbursable expenses such as mileage and document reproduction. We look forward to discussing in more detail our proposed work scope, schedule, and fee with the City of Hastings to provide more clarification and a breakdown of costs, if needed.



Project Fees

Experience of Key Personnel

Strategic thinking, innovative problem solvers are critical to providing the appropriate level of professional service delivery Hastings deserves. Doers are plentiful - the right thinkers are farther and fewer in between. The organizational chart below illustrates the team we propose for the City of Hastings. Brief profiles of our team are provided on the following pages.



Experience of Key Personnel

Paul Pasko, III, PE

Role: Project Manager | Public Engagement Support

Paul is a Project Manager with 28 years of experience in a wide variety of municipal, transportation, trail, storm water runoff, and utility engineering projects. While Paul's responsibilities range from project inception to completion, his primary responsibility is public engagement. He has engaged the public in every way from simple 'one on one' in-person conversations with stakeholders to appearances on the Discovery Channel. Paul will use his engagement experience to assure this team remains committed to its approach that comprehensively integrates the disciplines of engineering, stakeholder engagement, and planning.

- Reconstruction of West 77th Street at TH 100 – City of Edina, Minn.
- 66th Street Sidewalk Improvements – City of Edina, Minn.
- Country Club Area Sewer, Water, and Street Reconstruction – City of Edina, Minn.
- Gallagher Drive/Nine Mile Creek Regional Bike Trail Improvements – City of Edina, Minn. and Three Rivers Park District
- Parking Lot C12 Reconstruction (University of Minnesota) – Minneapolis, Minn.
- Hyland Lake Regional Park Improvements (Three Rivers Park District) – Bloomington, Minn.

Ana Nelson, ASLA, Associate AIA

Role: Task Lead Urban Design and Streetscape | Public Engagement Lead

Ana is a registered Landscape Architect with over 13 years of experience practicing park planning design and landscape architecture. She has a strong creative design background bridging landscape architecture and architecture. Ana is detailed oriented with a collaborative design approach with clients, team members, stakeholders, and communities. She takes pride in sustainable practices to achieve efficient implementation solutions.

Ana has an extensive experience managing projects in a variety of park design and streetscape implementation projects, leading design teams from schematic development through construction observation. She has taken a major role at SEH on leading project coordination with clients/consultants including public participation input, project budgets, and schedules.

- Wolfe Lake Regional Park – City of Hammond, Ind.
- Huber Park* – Shakopee, Minn.
- Twin Lakes Parkway Public Improvements* – City of Roseville, Minn.
- Riverside Park Improvements* – City of St. Cloud, Minn.
- Chaska Downtown Master Plan* – Chaska, Minn.
- Becker Avenue Downtown Commons* – Willmar, Minn.
- Mississippi River Regional Trail – Dakota County, Minn.

* projects completed prior to joining SEH

Veronica Anderson, ASLA, AICP

Role: Urban Design and Streetscape–Streetscapes & Park | Public Engagement Support

Veronica is a Senior Planner and Urban Designer with more than 17 years of experience focusing on public and private planning and design projects. Veronica has a breadth of experience working on a range of planning and design scales. Her experience includes project management, public facilitation, small community comprehensive planning, industrial, commercial, residential land use and site planning, recreational and open space system planning, downtown, commercial and waterfront redevelopment, and streetscape landscape design. Her planning and design work emphasizes the use of sustainable and low impact design practices with a particular passion for creative storm water management.

- Mainstreet Streetscape – City of Cambridge, Minn.
- Recreation and the Floodplain, Upper Midwest River Basins – Hastings, Minn.
- Comprehensive Plan/Downtown Development Update – City of Becker, Minn.
- Cambridge City Park – City of Cambridge, Minn.
- Downtown Streetscape – City of Osceola, Wisconsin.
- Waterside Park – City of Jackson, Minn.
- Kensington Rune Stone Park – Douglas County, Minn.
- Riverfront Master Plan – City of St. Cloud, Minn.
- Waite Avenue Redevelopment – City of Waite Park, Minn.

Chad Setterholm, PE

Role: Task Lead Civil Engineering

Chad is a Project Manager and Client Service Manager with 20 years of experience in a variety of municipal engineering and pavement management projects. His responsibilities include preparation of feasibility studies, preliminary and final design, cost estimating, construction observation, pavement ratings, and pavement condition analysis. Project types include reconstruction projects, site development and grading, water main, sanitary sewer, storm sewer, and street construction.

- Ravine Parkway, 90th Street, and Keats Avenue – City of Cottage Grove, Minn.
- Charles Street and Centennial Drive Improvements – City of North St. Paul, Minn.
- Margaret Street – City of North St. Paul, Minn.
- Third Avenue and Balsam Improvements – City of Cambridge, Minn.
- Pavement Management – City of Cambridge, Minn.
- Hugo Pavement Management – City of Hugo, Minn.
- Mora Pavement Management – City of Mora, Minn.

Ken Taillon

Role: Urban Design and Streetscape–Lighting Design

Ken has more than 23 years experience with municipal engineering including lighting design experience in downtown areas and streetscapes, roadways, landscape and architectural lighting, sports facilities, and lighting maintenance. He supports client needs by developing and providing services in areas of project management, design, planning and policy development, and construction administration for projects involving any type of lighting. He has been involved in many projects with developers, business associations, energy providers, and other city, county, and state agencies.

- Downtown Streetscape – City of Hutchinson, Minn.
- Heart of the City Electrical Improvements – City of Burnsville, Minn.
- Downtown Redevelopment – City of Cambridge, Minn.
- TH 68 and Lake Street Intersection and Turn Lane Improvements – City of Marshall, Minn.
- Marquette and 2nd Avenue South, Electrical Lighting and Management System – City of Minneapolis, Minn.
- Downtown Streetscape Improvements – Village of Osceola, Wis.
- Downtown Streetscape Improvements – Village of Balsam Lake, Wis.
- Downtown Lighting Improvements – Village of Frederic, Wis.
- Water Street Lighting and Signal Improvements – City of Sparta, Wis.

Scott Haupt, PE

Role: Civil Engineering–Parking Lot/Pavement Rehabilitation

Scott is a Project Engineer with more than 14 years experience in design, inspection, and management of municipal and street projects. Scott has worked on projects involving water main, sanitary sewer, storm sewer, street construction, and MnDOT Municipal State Aid. Scott's responsibilities include preparing feasibility reports, construction plans, specifications, cost estimates, bidding documents, client coordination, attending City Council meetings, and construction administration.

- Street Improvements –City of Cambridge, Minn.
- South Main Street Improvements –City of Cambridge, Minn.
- Weir Drive Street Improvement Project – City of Woodbury, Minn.
- Parking Lot Improvements (Amazing Grace Church) – City of Inver Grove Heights, Minn.
- Former Hudson Manufacturing Demolition – City of Hastings, Minn.

Tim Wegwerth

Role: Civil Engineering–Parking Lot/Pavement Rehabilitation

Tim is a staff engineer with three years experience in a variety of municipal engineering projects. Tim's responsibilities include aiding preparation of feasibility studies, cost estimations, design work and construction observation. Project types include reconstruction, site grading, water main, sanitary sewer, storm sewer, street lighting, sidewalk and street construction.

- 2012 Street Improvements – City of Oakdale, Minn.
- Pavement Management – City of Cottage Grove, Minn.
- 1st Avenue NE Reconstruction – City of Grand Rapids, Minn.
- Forest Hills Avenue Improvements – City of Grand Rapids, Minn.

Rebecca S. Nestingen, PE

Role: Water Resources Engineer

Rebecca is a Water Resources Engineer with over five years of experience in hydrology, hydraulics, and the treatment of stormwater. She has project experience with comprehensive surface water management planning, bridge and culvert hydraulic design, flooding analysis, drainage design, NPDES permitting, and design of stormwater best management practices. Rebecca started her water resources career as a graduate research assistant at the University of Minnesota responsible for writing the Assessment of Stormwater Best Management Practices Manual and developing the four levels of assessment for bioretention practices through contract with the MPCA.

- Walker-Lake Area Stormwater Master Plan – City of St. Louis Park, Minn.
- Ravine Parkway & 85th Street – City of Cottage Grove, Minn.
- Spring Lake Park Reserve – Dakota County, Minn.
- Tartan Crossing Design – City of Oakdale, Minn.

Andrew Montgomery

Role: Urban Design and Streetscape–Streetscapes and Park

Andrew is a recent graduate with a Masters of Landscape Architecture. He has previous experience working as an intern on all stages of design and planning for the transportation and planning division of the National Park Service in Alaska. He also has experience as a graphic designer to produce web and mobile media.

- Linden Hills Small Area Plan – City of Minneapolis, Minn.
- Spring Lake Park Trail Alignment – Dakota County, Minn.
- The Interchange – Hennepin County, Minn.

Project Experience

The following matrix illustrates the SEH team's project experience as it relates to many of the Hasting's downtown/riverfront improvement features. We will draw from these experiences and many others that had a multitude of varied and similar problems and issues in which we were able to provide successful solutions and processes that led to implementation. You will notice that many of these projects required collaborative teams within SEH. We believe the best solutions come from an integrated approach that provides the creativity need for innovative solutions and better project outcomes gained from different perspectives.

	WATERFRONT PARK IMPROVEMENTS	DOWNTOWN STREETSCAPE IMPROVEMENTS	PEDESTRIAN IMPROVEMENTS	CONCRETE PAVEMENT DESIGN/REHABILITATION	LIGHTING IMPROVEMENTS	STORMWATER BMPS	PUBLIC ENGAGEMENT
PROJECT							
Downtown Redevelopment – Cambridge	●	●	●	●	●		●
Downtown Redevelopment – Gaylord		●	●	●	●		
Downtown Redevelopment – Stillwater	●	●	●	●	●		●
Star Brewery Amphitheatre – Dubuque	●						●
Mississippi Riverfront Trail Feasibility Plan – Red Wing	●		●		●		●
Mississippi Riverwalk – Dubuque	●		●				
Riverside Park Master Plan – Jackson	●		●				●
Mill Ruins Park – Minneapolis	●		●		●		●
2nd and Marquette – Minneapolis	●	●	●			●	●
Margaret Street – North St. Paul		●		●			●
West 7th Street Reconstruction – Edina		●	●	●	●	●	
Ravine Parkway and 85th Street – Cottage Grove			●		●	●	
Buford Avenue, University of Minnesota – St. Paul		●	●	●	●	●	●
Riverside Park Improvements* – St. Cloud	●		●	●	●	●	●
Twin Lakes Parkway Public Improvements* – Roseville		●	●	●	●	●	●
Huber Park* – Shakopee							
Wolfe Lake Regional Park – Hammond (IN)	●		●	●	●	●	●

* projects completed by Ana Nelson prior to joining SEH

Experience with Similar Project Features

Downtown Improvements – Gaylord, Minnesota

As part of State Highway reconstruction project, SEH assisted the City of Gaylord with a scoping study that identified city infrastructure improvements including streetscape, walkability, lighting, parking, and stormwater management. We also provided recommendations and a cost estimate. As a result of the study, SEH was also hired to implement a number of the recommendations outlined in the report including downtown streetscape improvements.

Features

- Sidewalk paving treatments
- Pedestrian crossing enhancements and curb extensions
- Lighting replacements
- Landscape treatments
- Trail extensions

SEH Services

- Visioning and public involvement
- Landscape architecture
- Civil engineering
- Funding opportunity analysis



Reference

Kevin McCann
 City Administrator
 City of Gaylord
 507.237.2338

Riverside Park Master Plan – Jackson, Minnesota



SEH assisted the City of Jackson in the planning of a new park situated on the key riverfront vista of the Des Moines River. Key goals of the master plan were to connect the Des Moines River to the adjacent downtown area, provide a range of recreational and reflective opportunities for residents and visitors and access to the river.

Features

- Formal veterans memorial gathering space for events and areas for reflection
- Bandshell that would provide residents with an entertainment venue as well as attracting visitors to the community
- Family picnic and play areas with shelter
- Multi-use trail along the river's edge and throughout park with shaded seating areas
- Off-street parking
- Canoe access to the river
- Dog park

SEH Services

- Visioning and public involvement
- Park planning
- Landscape architecture
- Civil engineering
- Funding opportunity analysis

Downtown Master Plan – Chaska, Minnesota*

Downtown Chaska is located on the Minnesota River and adjacent to the Minnesota Valley National Wildlife Refuge and the Minnesota Valley State Recreation Area. The master plan primary goal is to preserve and strengthen downtown's role as the center of community activity and historic identity yet addressing land use patterns, redevelopment strategies, mobility, parking, street design, parks and trails, and market positioning opportunities.

Features

- Downtown park, trail and open space plan
- Redevelopment and reinvestment opportunities plan
- Downtown circulation and new street typology
- Preliminary parking study
- Sustainability and green street strategies
- Historic preservation features
- Development framework and phasing strategies

SEH Services

- Visioning and public involvement
- Landscape architecture
- Civil engineering
- Funding opportunity analysis



Cross section of Paseo concept



Cross section of Paseo concept

Paseo

Alleys in the commercial core, between Pine and Walnut Streets, should be considered as part of the pedestrian walkway system in downtown Chaska. These are referred to as a "Paseo". They run north/south, parallel to Chestnut Street and provide alternative pedestrian routes off the street system, allowing safe and convenient walks from parking areas to businesses and shops. A paseo should be designed to add vitality and create interest along the alleyways. The following design considerations should be included in the design of the Paseos:

- » Historic character, scale and materials
- » 16 foot alleyway for auto/pedestrian movement
- » Buffer plantings where feasible
- » Minimal setbacks
- » Special pedestrian lighting
- » Special pavement systems
- » Seating, trash receptacles and bicycle racks



Precedent image of Paseo street



* project completed by Ana Nelson prior to joining SEH

Experience with Similar Project Features

Mississippi Riverfront Trail – Red Wing, Minnesota

Red Wing’s riverfront provides residents and visitors with access to over two miles of the City’s riverfront with views of wetlands and bald eagle nesting areas to the sights and sounds of barges and tug boats.

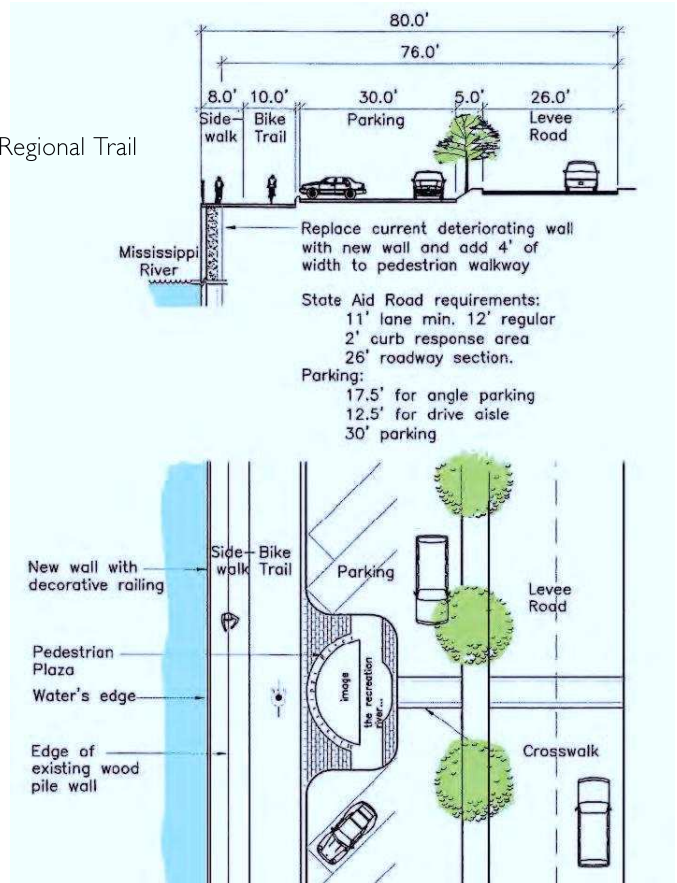


Features

- Integrated public art program
- Trail head with interpretive kiosk
- River overlook platforms
- Combined freight rail and trail segments
- Connections to downtown, city parks and Cannon Valley Regional Trail

SEH Services

- Visioning and public involvement
- Landscape architecture
- Urban planning
- Civil engineering
- Surveying
- Electrical engineering
- Grant writing



Reference

Rick Moskwa
Public Works Director
City of Red Wing
651.385.3653

Downtown Street and Utility Improvements – Cambridge, Minnesota

SEH implemented a phased street reconstruction program including planning, design, and construction administration services to improve a 19-block area of downtown Cambridge. The project required extensive public involvement with the business community to obtain consent and support for the projects.



Reference

Steve Wegwerth
Public Works Director
City of Cambridge
763.689.1800

City Park – Cambridge, Minnesota

SEH assisted Cambridge in updating a master plan for a portion of the city park, fondly referred to as a “jewel in the rough” and originally the home of an 1898 starch factory. Today, the 154-acre park is divided into two sections by the Rum River (seven acres on the east side and 147 acres on the west).

Features

- Trail system
- Picnic shelters and play areas
- Bandshell with restroom
- Pedestrian bridge
- Fishing pier
- Slope restoration, land acquisition, and parking

SEH Services

- Park planning
- Landscape architecture
- Civil engineering
- Grant writing



Features

- Complete street, sidewalk and underground utility replacement
- Revised four-lane street section to three-lane
- Intersection bump-outs for traffic calming
- Traffic signal revisions
- Decorative street lighting, paver bricks, street furniture, custom planters and tree plantings
- Construction staged over seven years
- Municipal State Aid, MnDOT Cooperative Agreement, Trunk Highway Turnback and Federal TEA-21 Funding
- Special assessments

SEH Services

- Conceptual, preliminary and final design
- Extensive public involvement process
- Streetscaping design and construction
- Federal and state funding administration
- Special assessment policy preparation and administration
- Bidding and contracting
- Construction observation and administration
- Underground tank and contaminated soil removals
- Parking and traffic engineering
- Building condition surveys and vibration monitoring

Experience with Similar Project Features

54th Street Reconstruction – Edina, Minnesota

Features

- One-mile square project area and half-mile long street
- Street reconstruction design options
 - Storm water runoff treatment design options
 - Creek use design options including canoe landings, kayak courses, and creekside trails
 - Bridge options
- Minnehaha Creek runs through center of project area
- Pedestrian-friendly urban streetscape design
- MnDOT State Aid



SEH Services

- Preliminary design for a State Aid road reconstruction
- Area stormwater management plan
- Pilot public involvement design and implementation
- Pilot Envision sustainability ranking system
- Cost Estimating
- Construction management
- Public Involvement



Reference

Wayne Houle, PE
 Director of Engineering
 City of Edina
 952.826.0443

Downtown Redevelopment – Stillwater, Minnesota



Features

- Complete utility and street reconstruction of 32-block downtown commercial area with emphasis on historic preservation
- Decorative paver walk and pedestrian lighting
- Staged construction accommodating 16,000 cars per day at river crossing, often with night time construction to accommodate traffic

SEH Services

- Concept and design services
- Parking and traffic engineering
- Bidding and contracting services
- Historical building survey and vibration monitoring

Mississippi River Regional Trail – Dakota County, Minnesota



SEH is currently working with Dakota County to complete preliminary, final design, and construction services for a new 10-foot wide bituminous bike path including grading, orientation signage, landscaping, and right-of-way acquisition. The four-mile SLPR trail is the final segment of a 26-mile trail system known as the Mississippi River Regional Trail, and part of the national Great River Road's Mississippi River Trail which extends as far south as the Gulf of Mexico.



The project is particularly challenging because the trail alignment travels through a significant amount of rocky terrain, private rights-of-way, and across a number of steep ravines. In addition to design constraints, the project is under an extremely aggressive schedule to complete final design work by the end of this year. Dakota County intends to begin construction of the SLPR trail in May 2014.

Experience with Similar Project Features