



City Council Memorandum

To: Mayor Fasbender & City Councilmembers
From: Chris Jenkins, Parks & Recreation Director
Date: June 26, 2023
Item: Engage with HKGI for Project Management services.

Council Action Requested:

Accept proposal and authorize staff to engage with HKGI to provide Project Management Services for the Lake Rebecca Park Redevelopment Project.

Background Information:

The City of Hastings received \$1M in grant funding from the LCCMR/ENRTF to complete a redevelopment project at Lake Rebecca Park. The project will include development of a master plan which focuses on habitat restoration, enhancement and expansion as well as redevelopment of the Lake Rebecca parking lots, boat launch and trails.

Project management services were solicited for this project due to limited staff capacity, and the complexity of this project and its funding and reporting requirements.

Staff solicited proposals from seven consulting firms, three were returned. Proposals received were from SRF at a cost of \$125,000.00, SEH at a cost of \$89,919.06, and HKGI at a cost of \$89,500.00.

HKGI's proposal meets the needs of the City and was the lowest cost at \$89,500.00.

Financial Impact:

This project and the cost for project management is 100% grant funded.

Advisory Commission Discussion:

N/A

Council Committee Discussion:

N/A

Attachments:

- HKGI proposal

MISSISSIPPI RIVER

X-B-01

Trail connectivity

Habitat Enhancement & Restoration Efforts

Water Quality

Vehicle access

Parking

LAKE REBECCA

Lake Rebecca Park

Dock

Boat launch

PROPOSAL AND QUALIFICATIONS FOR
LAKE REBECCA
PROJECT MANAGEMENT SERVICES
HASTINGS, MINNESOTA



Prepared by HKGi
May 18, 2023



Thursday, May 18, 2023

Chris Jenkins, Parks & Recreation Director
City of Hastings
920 10th St West
Hastings, MN 55033

RE: Project Management Services for the Lake Rebecca Master Planning and Habitat Enhancement and Restoration Projects

Dear Chris,

HKGi is pleased to provide the City of Hastings with this proposal to provide project management services for the Lake Rebecca Master Planning and Habitat Enhancement and Restoration Projects. For over 40 years, HKGi has worked with our community clients to manage and plan complex projects, and our knowledge, experience, and approach will provide the city with an effective and efficient process that will consider all options and objectives, facilitate and incorporate input of necessary agencies and stakeholders, and lead to a successful outcome.

As landscape architects and planners, we look at project sites comprehensively and holistically. For a successful project, we must consider the context of a site, which includes the physical conditions, environment and sustainability, natural resources and wildlife, stormwater management and water quality, infrastructure, site access and recreation, cultural and historical background, economic and budget considerations, long-term operations and maintenance, and existing and potential future uses. A long-term ecological management plan is a key element for the Lake Rebecca project to have to increase the long-term success and durability of the restoration of the site. We know when to incorporate specialty analysis and design professionals and have relationships with multiple local and regional civil and structural engineers, water resource engineers, architects, and product vendors.



We understand that the project is funded through grants from LCCMR/ENRTF and must be completed by June 30, 2025. The total grant amount is \$1,000,000, which includes fees for project management (estimated at \$100,000) and master planning and design services (estimated at \$150,000). Several steps are needed in order for the project to meet the grant funding requirements and report status updates to the city and grant administrator. Habitat enhancement and water quality are key elements for the project to consider and address. Due to the wide variability in water levels on the site, significant care and consideration must be given to planning facilities that are able to tolerate the seasonal conditions and bounce in river elevation. Creativity and functionality will be important during the master planning process.

We also understand that the firm selected for project management services may submit a proposal for the master planning task. If selected for both tasks, we would provide a greater efficiency to the completion of this project, including reduced fees on both the project management and master planning efforts.

HKGI staff are familiar with the City of Hastings through our past work on numerous projects in the city, most recently the City of Hastings People Movement Plan, which included in-depth mapping and analysis of the city's pedestrian and bicycle system, part of which moves through the Lake Rebecca area. Our work with Dakota County has included master planning and design work for the County Parks Department, and park planning, greenway planning, and grant writing for the County Office of Planning. In 2018, we worked with Dakota County and the City of Hastings to complete the Vermillion River Greenway Master Plan for the Hastings segment.

HKGI's experience working on many river-based park sites with complex and challenging master planning and development projects, including recent park design projects on the Mississippi and St. Croix Rivers, provides us with the knowledge needed for the Lake Rebecca project management.

- » City of Stillwater Lumberjack Landing Park: Working with the City of Stillwater, HKGI led multi-disciplinary teams to master plan, facilitate stakeholder and agency discussions, and develop construction documents for the Lumberjack Landing Park improvements, including a new ADA accessible boat launch, driveway and parking, ADA accessible trails and pathways, vegetation and restoration efforts, and ADA accessible fishing pier and overlook. Agency involvement has included MN DNR Parks and Trails, Fisheries, and Hydrology; Army Corps of Engineers; MN SHPO; National Park Service; Washington County
- » We worked with the City of Otsego and multiple local stakeholder and agency representatives on planning and a grant funding application for the Carrick's Landing river access on the Mississippi River.

Project Approach

We plan to lead an efficient and comprehensive project management effort supported by our previous experience, local and regional knowledge, and familiarity with the City of Hastings. HKGi staff will serve as a representative of the City of Hastings and be responsive and flexible as needed by the Director of Parks and Recreation. A general outline of project tasks and a framework to the project management approach is outlined below.

Task 1: Project Kick off & Ongoing Communication

Our first task will be to kick off the project with staff to understand the overall project schedule and key milestones. Following the initial kick off meeting, we plan to provide weekly status updates to city staff to keep everyone up to date with necessary information and ongoing work. Items reviewed will include: project schedule, upcoming tasks, and questions/coordination items. HKGi will work with city staff to schedule meetings for project status updates as well as master planning kick off and coordination, agency and stakeholder review, and construction meetings. We will keep a detailed project schedule and update it weekly throughout the project. During the project, we will provide updates to staff, City Commissions, and City Council as needed to provide information and seek input and approvals.

Task 2: Review LCCMR/ENRTF & Meet Reporting Requirements

At the onset of the project, we will become familiar with all necessary requirements for the Legislative-Citizen Commission on Minnesota Resources (LCCMR)/Environment and Natural Resources Trust Fund (ENRTF) for the grant funding. We will outline a process and timeline to complete reporting, to follow requirements for consultant solicitation, and invoicing properly to ensure payments and reimbursements are made.

Task 3: Develop Master Planning RFP and Facilitate Selection of Consultant

HKGi has worked with many agencies to write RFPs for a variety of planning and design project types. Our experience in RFP development for clients will be a starting point to develop a comprehensive and straightforward scope of work with clear instructions for submittals. We will work to develop a draft RFP for staff to review soon after kicking off the project. The RFP will be distributed to qualified consultants—submittals will be collected, reviewed, and evaluated with a recommendation to hire a qualified consultant within weeks of beginning the project.

Task 4: Master Planning & Design Process

We will work with the selected master planning team to ensure necessary scope and planning work is completed comprehensively and following the timeline. The master plan is anticipated to include the following elements: redesign of one parking lot, removal of a second parking lot, design and coordination of a new boat ramp, natural resources restoration and habitat enhancement, and trail and vehicle access throughout the site. We will ensure that all necessary agency reviews and permits are planned for early in the project, to potentially include, but not limited to, USACE, MN DNR, and SHPO. Other groups will also be engaged, such as Friends of the Mississippi River to gain additional insight into project sequencing. Understanding the timeframe for jurisdictional review and approval along with the corresponding timeframe for construction for key elements of the work (utilities & infrastructure, habitat restoration etc.) with seasonal characteristics of the river will be critical to successful implementation.

Meetings and updates with city staff, the Parks & Recreation Commission, Council Committees, and City Council will be scheduled and planned in order to meet packet and agenda deadlines. HKGi will represent the city's needs and desires and keep all parties informed during the process. Beginning the master planning process as early as possible will allow site analysis work to take place in the summer and fall months, with technical design and final design occurring in the winter months.

Task 5: Final Design & Bidding

Following completion and approval the master plan and implementation schedule, we will work with the design team to develop the final design and construction documents, including front end general conditions and technical specifications in a bidding package to solicit contractor bids at the end of 2023, early part of 2024. This work includes publishing the ad for bid, posting the bid documents, responding to bidders' questions, holding a pre-bid meeting, issuing addendum if required, reviewing bids, and recommending and selecting a qualified bidder. Construction is planned to begin in the spring of 2024, with spring water levels impacting the start of construction.

Task 6: Construction & Implementation

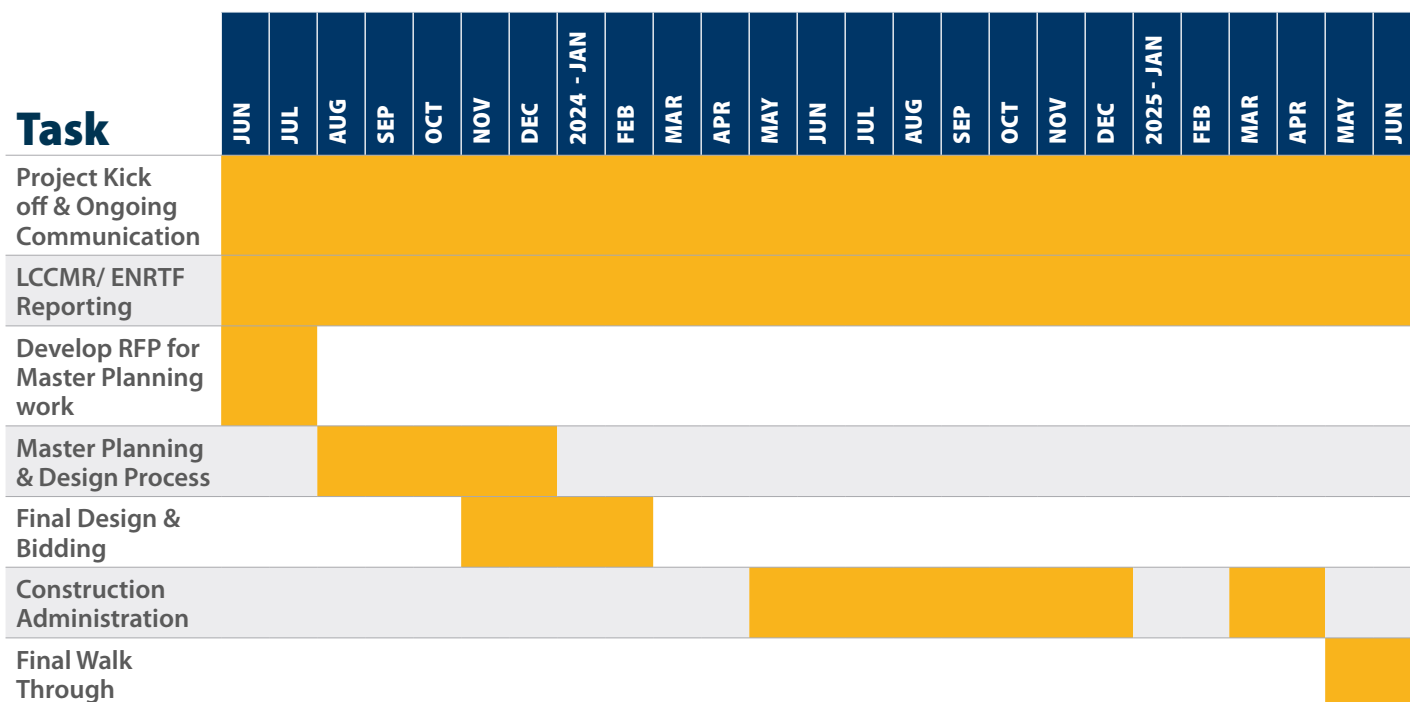
In coordination with city staff and the design team, we will facilitate a pre-construction meeting with the selected contractor and provide construction administration and observation during the construction process. Core tasks will include coordinating agreements and notice to proceed with the contractor, providing construction observation, confirming staking, reviewing submittals, coordinating required site testing, reviewing pay requests and recommending/coordinating payments, developing preliminary and final punch lists, and facilitating the development of project closeout documents.

Task 7: Project Closeout and Final Walk Through

At the completion of project construction, we will ensure that the project has met the requirements of the city and the LCCMR/ENRTF funding. A final meeting will be held on the site to view the project implementation, discuss ongoing operations and maintenance needs, and hand off the project to the city.

Proposed Project Schedule

Our proposed schedule identifies broad timelines for the general tasks outlined above. We will develop a more detailed schedule with target dates, milestones, meetings, and other seasonal deadlines at the onset of the project.



Proposed Staff

We propose to manage this project with two key staff, both are licensed Landscape Architects in the State of Minnesota. HKGi staff will work closely to keep each other informed of project status.

Gabrielle Grinde, PLA (MN) will serve as the Principal in Charge and Primary Project Manager for the project and will oversee the overall progress and success of the project. She will be the daily point of contact and contribute to the project management process, applying her expertise in complex natural resource-based parks and trails. She will also serve as the lead on any agency and stakeholder meetings and communication tasks.

Tim Solomonson, PLA (MN) will serve as a secondary Project Manager for the project and will be the technical lead. He will be responsible for the organization of key tasks throughout the master planning and construction process. Tim has a great deal of experience working with contractors on complex park design and implementation projects, as well as translating conceptual ideas into clear and effective construction documents.

Proposed Fees

It is estimated that project management efforts will require between two and eight hours of work per week. This range will fluctuate during the process and between the two staff identified to work on this project. We estimate the project management fees per task as identified below.

TASK	FEES
Project Kick off & Ongoing Communication	\$35,000
LCCMR/ ENRTF Reporting	\$11,000
Develop RFP for Master Planning work	\$3,500
Master Planning & Design process	\$13,500
Final Design & Bidding	\$11,000
Construction Administration	\$12,000
Final Walk Through	\$2,000
Project Expenses (mileage and printing)	\$1,500
Total Fees	\$89,500

We look forward to the opportunity to lead such an important project for the City of Hastings and the Mississippi River!

Sincerely,



Gabrielle Grinde, PLA (MN)
Vice President

📞 612.252.7141 ✉️ gabrielle@hkgi.com



REFERENCES

Ross Demant
Wright County Parks and Recreation Director
763-684-8446
Ross.Demant@co.wright.mn.us

Shawn Sanders
Director of Public Works
City of Stillwater
651-430-8835
ssanders@ci.stillwater.mn.us

Nick Jacobs
City of Otsego Parks and Recreation Director
763-334-3170
NJacobs@ci.otsego.mn.us

Ben Anderson
Parks Director
Stearns County Parks
320-654-4725
Benjamin.Anderson@stearnscountymn.gov



X-B-01

HKGi

HKGi was established in 1982 to provide community-based planning and landscape architecture services to clients throughout the Upper Midwest.

Park planning was one of HKGi’s original core services, and we have stayed true to our roots by building a staff full of people who are passionate about the outdoors and are equally passionate about helping communities build outstanding places for living, working, and playing. Our planners and landscape architects bring a wealth of experience and knowledge about the programming, sustainability, community engagement, and operations issues that park and recreation planning projects must address. They also provide skilled project leadership, ensuring that projects stay on budget and on schedule.



- 612.338.0800
- www.hkgi.com
- 800 Washington Ave. N., Suite 103
Minneapolis, Minnesota 55401

PRINCIPALS

- Paul Paige, President
- Brad Scheib, Vice President
- Bryan Harjes, Vice President
- Gabrielle Grinde, Vice President

ASSOCIATES

- Rita Trapp
- Jeff Miller
- Lance Bernard

STAFF

- 4 Certified Planners
- 8 Licensed Landscape Architects
- 7 Planners/Urban Designers
- 2 Marketing Communications



COLLABORATE | LISTEN | EXPLORE | CREATE



Park, trail, recreation, and open space planning have been important components of Gabrielle's work throughout her career. She has been a key contributor to the development of Dakota County's greenway network. She has conducted master planning for most of the system's greenways, contributed to the development of design guidelines, been involved in grant writing, and provided design services for a segment of the River to River Greenway.

Gabrielle's portfolio also includes providing design services on a variety of park, trail, and open space improvement projects. She is currently providing leadership for the design of a new riverfront park in Stillwater, Lumberjack Landing. This challenging project involves engagement with several agencies at the federal, state, and county level and coordinating design review with these organizations. She has also provided leadership for a new Mississippi River access point in Otsego, Carrick's Landing, that also involves multiple agencies and compliance with several layers of design requirements.

Relevant Project Experience

- » Lumberjack Landing Park Master Plan and Improvements | Stillwater, MN
- » Carrick's Landing Concept Plan and Improvements | Otsego, MN
- » People Movement Plan | Hastings, MN
- » Lake Ann Park Improvements | Chanhassen, MN
- » Countryside Park Site Design | Edina, MN
- » Greenway Guidebook and Greenway Master Plans | Dakota County, MN
- » Minnehaha Park Refectory Site Design | Minneapolis, MN

Gabrielle Grinde

ASLA, PLA (MN)

Vice President

 612.252.7141

 gabrielle@hkgi.com

Years of Experience: 15

Education

Master of Landscape Architecture, University of Minnesota

Bachelor of Arts-Political Science, University of Wisconsin-Madison

Registration

Landscape Architect, Minnesota
License No. 50416

Awards

2020 MRPA Award of Excellence - Hutchinson Parks, Recreation and Community Education System Plan

2015 MN APA Planning in Context Award - Moorhead River Corridor Plan

2015 MN APA Innovation in Planning Award - Lanesboro Arts Campus Vision Plan

2015 MNDOT Stewardship Award in Transportation and the Natural Environment - River to River Greenway, Dakota County, MN

2015 ASLA-MN Merit Award for Analysis and Planning - Parks and Recreation Master Plan, Duluth, MN

2015 ACEC-MN Engineering Excellence Honor Award - Downtown Commons Enhancements, Buffalo, MN



Tim is skilled at providing landscape architecture services on site, streetscape, public space, and trail and park design projects. These services include conceptual design, design development, construction documentation, cost estimation, and construction administration.

Tim has built a growing portfolio of park and site design and construction projects. He brings an attention-to-detail and an understanding of how to translate design intent, as expressed in concept and design drawings, into construction documentation and, ultimately, built work.

Tim is a veteran who has worked and interacted with a diverse range of peoples and cultures, not only during his service, but also while participating in collegiate study abroad programs. His experience and skills enable him to provide support for many of HKGi's community engagement initiatives.

Relevant Project Experience

- » Andrews Park Site Design | Champlin, MN
- » Veterans Park Site Design | Chaska, MN
- » Gleason Fields Improvements | Maple Grove, MN
- » Fernbrook Fields Athletic Complex | Maple Grove, MN
- » Downtown Hwy 41/61 Streetscape Design | Chaska, MN
- » People Movement Plan | Hastings, MN
- » South Valley Park Improvements | Inver Grove Heights, MN
- » Keewaydin Park Improvements | Minneapolis, MN
- » Bassett's Creek Park Improvements | Minneapolis, MN
- » Robert Piram Regional Trail Design | Saint Paul and Dakota County, MN

Tim Solomonson

PLA (MN)

Landscape Architect

 612.252.7137

 tim@hkgi.com

Years of Experience: 11

Education

Master of Urban and Regional Planning,
Master of Landscape Architecture, and
Bachelor of Environmental Design,
University of Minnesota

Registration

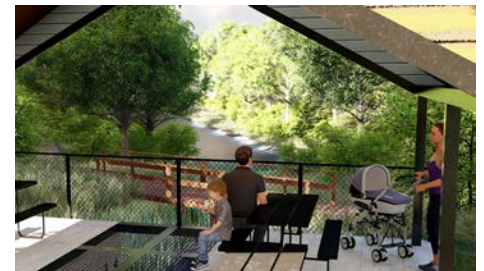
Landscape Architect, Minnesota, License No.
53837

Awards

2018 ASLA-MN Merit Award for Planning
and Urban Design - St. Louis River Estuary
National Water Trail Master Plan

2017 MN APA Success Stories in
Implementation Award - Downtown Master
Plan and Streetscape Reconstruction,
Chaska, MN

2015 MN APA Planning in Context Award -
Red River Corridor Master Plan, Moorhead,
MN



Lumberjack Landing Park Master Plan and Improvements

Stillwater, Minnesota - HKGi worked with a multi-disciplinary team to develop a master plan for a new park fronting the St. Croix River on 15-acres immediately north of downtown Stillwater and the Lift Bridge. The new park is on what was formerly private land and includes an existing house that will be renovated and converted into a park building. The park will provide much-needed access to the St. Croix River for non-motorized watercraft, such as canoes and kayaks. Such access does not currently exist in the area. The park will also feature fishing piers, internal trails and connections to the adjacent Brown's Creek State Trail, and site restoration and vegetation management plan.

HKGi is currently leading the development of design documents to implement some of the master plan's key short-term initiatives. These improvements include an ADA accessible canoe/kayak launch and trail connection. Both the planning and design phases have required significant engagement and coordination with federal, state, and county agencies to ensure compliance with Wild and Scenic River requirements, state trail connection standards, and county site requirements.

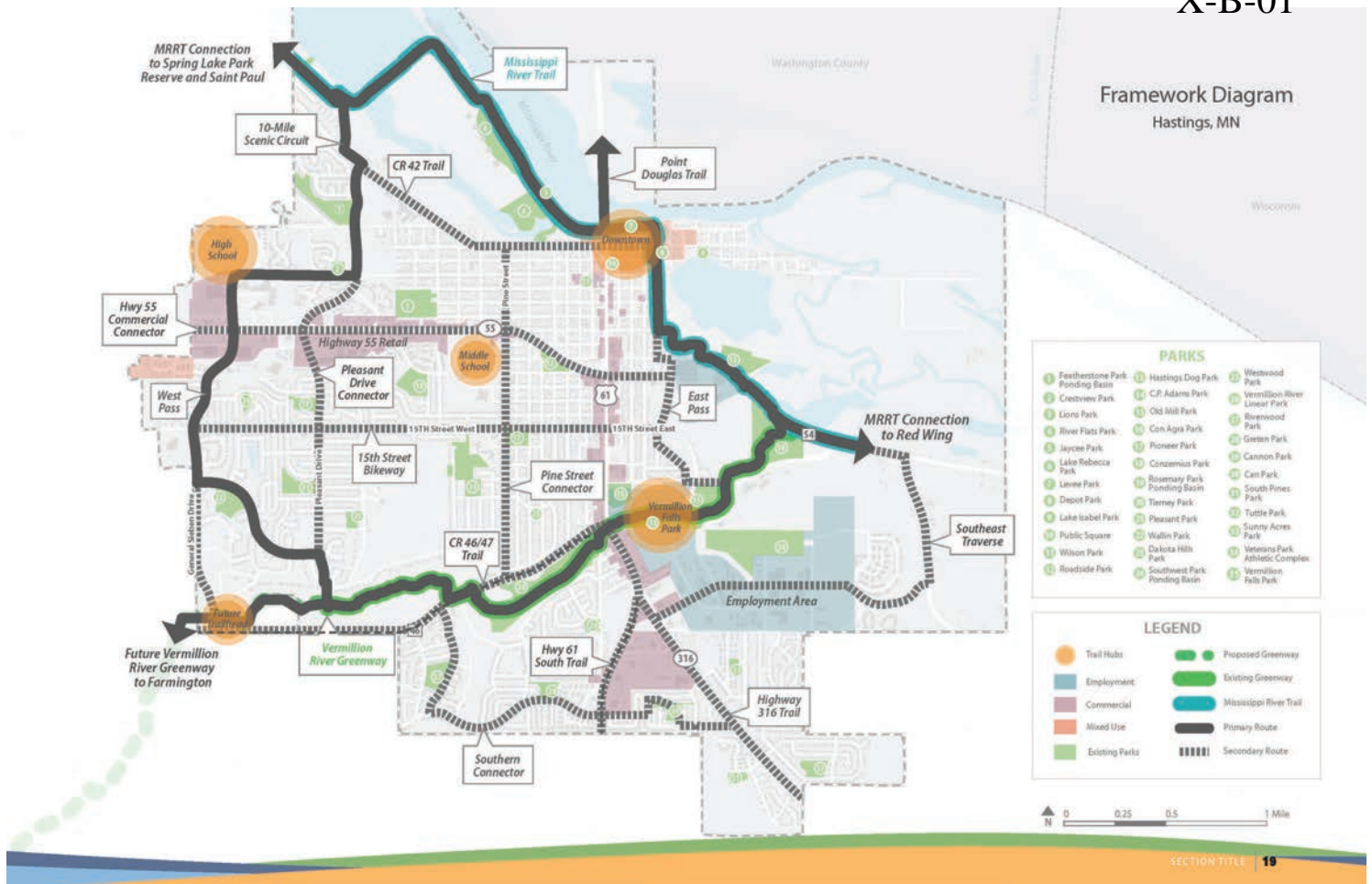


Carrick's Landing Improvements

Otsego, Minnesota - HKGi provided the City of Otsego with concept planning services for the development of a paddle launch on the Mississippi River at Carrick's Landing Park. Initial planning included the creation of a development concept to identify the best location for the launch and explore potential configurations. HKGi continued its work on the next implementation phases, including schematic design assistance with grant writing to help fund the improvement project.

Improvements under development include stairway and an accessible ramp to provide access to the riverfront; a new shelter; wayfinding signage; benches; a new connection from the parking lot to the landing; and a floating dock.

Framework Diagram
Hastings, MN



People Movement Plan

Hastings, Minnesota - HKGi led a planning process to assist the City of Hastings in identifying strategies, investments, and implementation priorities to enhance its multi-modal transportation system. The plan includes initiatives related to off- and on-street trails, sidewalks, connections with the county’s greenway system, crossing safety improvements, and wayfinding.

HKGi analyzed Hastings’ existing pedestrian and bicycle facilities and then identified community destinations, which included all park and open space amenities within the city, entertainment districts, commercial and employment areas, schools, and civic services such as libraries and service centers. Using the results of those analyses, HKGi’s planners identified gaps in the system and then created a framework plan to identify different elements within the system, such as Hubs, Primary routes, Secondary routes, and key Crossings.

The Implementation section of the Plan provides detailed strategies and action items categorized into areas such as Education, Enforcement, and Programming; Institute City-wide Development Policies; Infrastructure Improvements; Operations and Maintenance; and Funding.

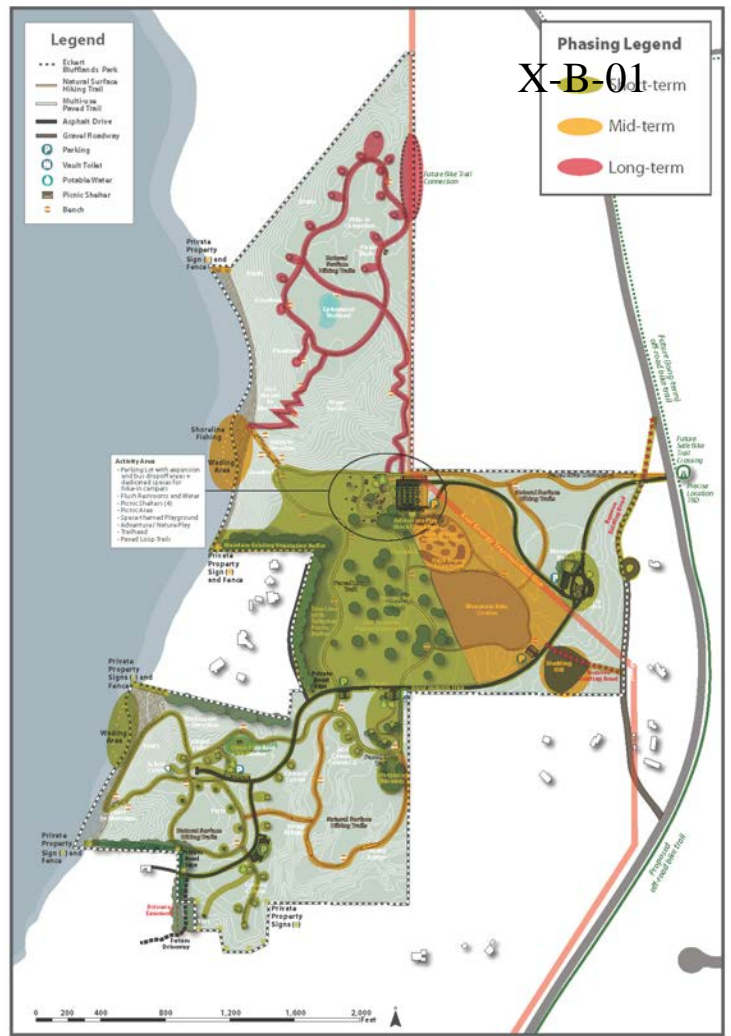
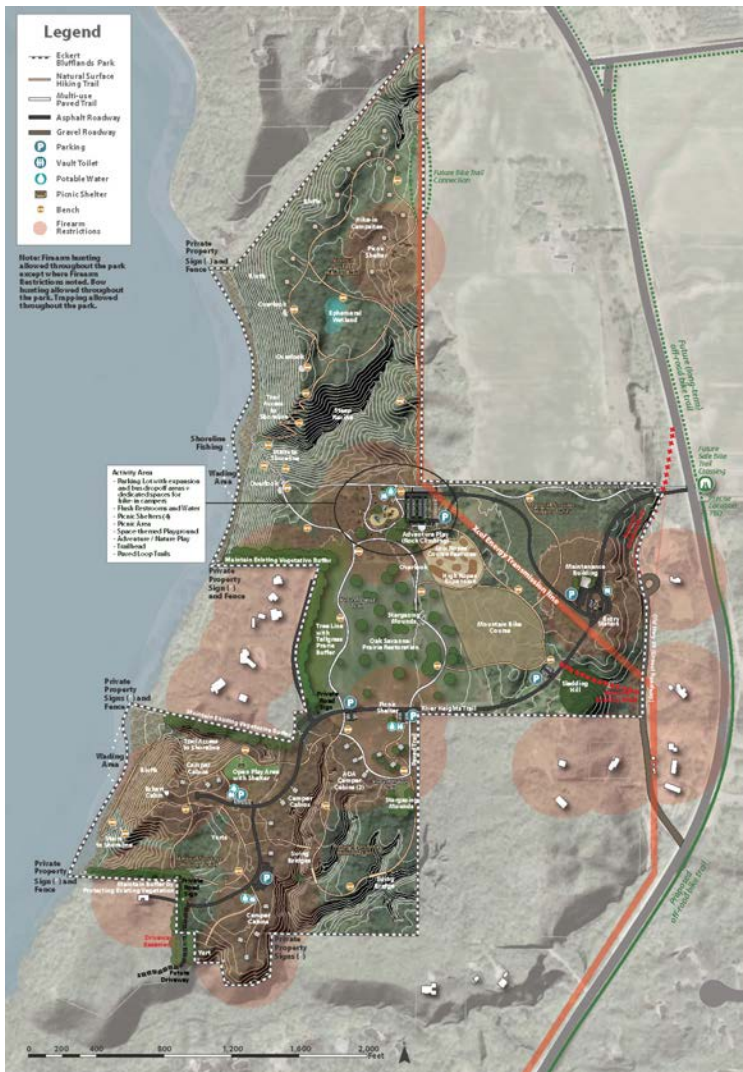


Figure 13 | Development Phasing Plan

X-B-01

Eckert Blufflands Park Master Plan

St. Croix County, Wisconsin - HKGi led a planning process for a new park on what was formerly private land on the Wisconsin side of the St. Croix River. The planning team conducted an inventory of existing conditions for the 167-acre project area and then conducted initial engagement with the community. This analysis and input was used to identify potential issues and opportunities for development of the park and then provided a foundation for the creation of three park concepts. HKGi worked with county staff and community stakeholders to explore development potential in each of the concepts and create a preferred concept to guide future development of the park.

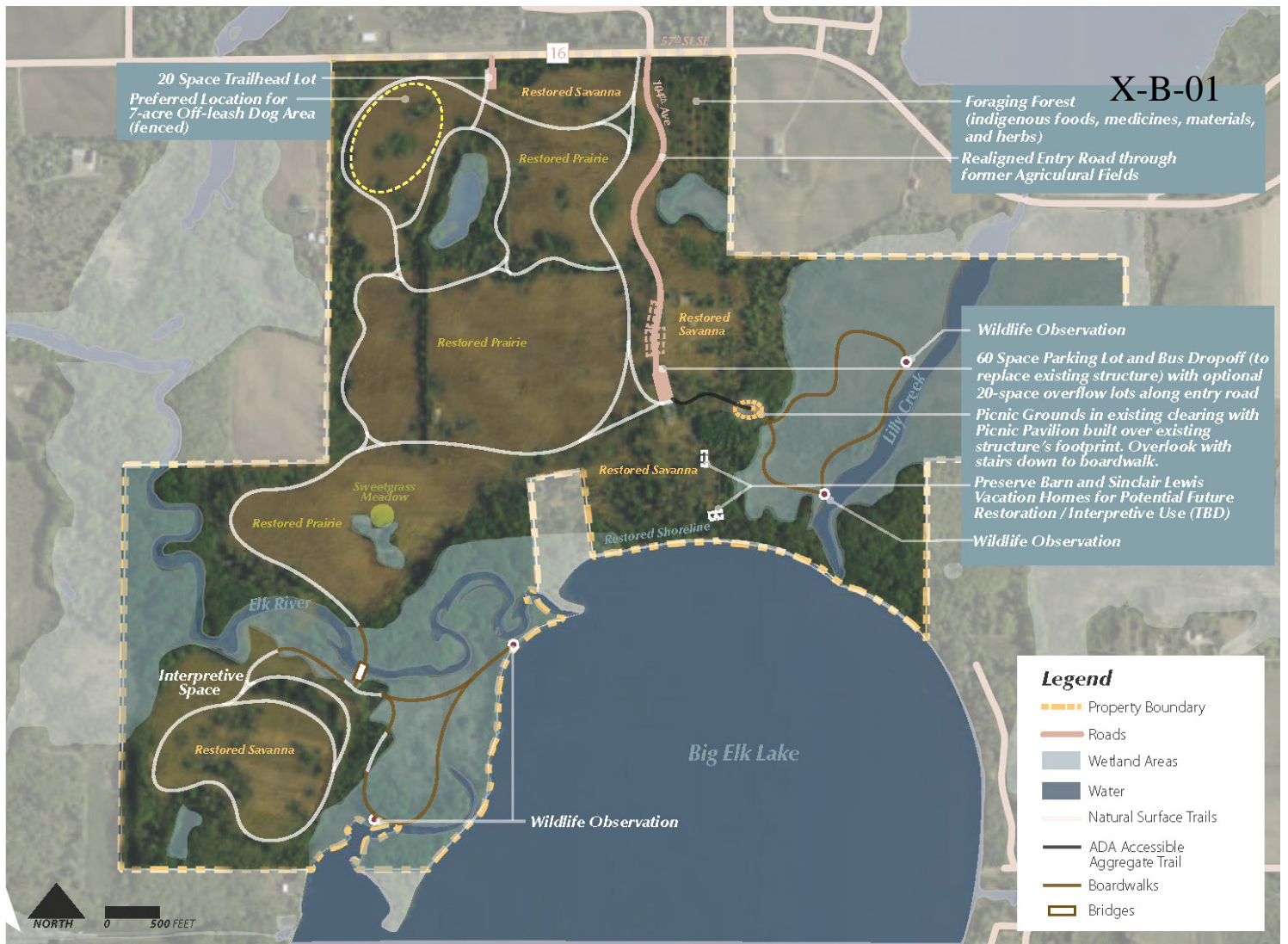
While each concept included similar program elements such as campgrounds, trails, scenic overlooks, landscape preservation and restoration, and fishing access, each concept featured a different emphasis and level of impact to the site. The final master plan document identifies and prioritizes implementation initiatives and also includes strategies to help the county secure funding and phases for park development and construction.

HIGHLIGHTS

Extensive online engagement processes using Social Pinpoint and ESRI StoryMaps.

Several stakeholder meetings with landowners, local government representatives, and utilities.

In-depth conceptual planning and design process for multiple facilities.



Big Elk Lake Park Master Plan

Sherburne County, Minnesota - HKGi worked with Sherburne County to create a master plan for a potential new county park on a 400-acre privately-owned site. The former owner wanted the land to become a park to preserve the site's natural areas and provide public lake access and a recreational amenity. The County conducted initial archeological and architectural studies to identify Native American burial grounds and artifacts and assess the quality of existing structures on site. HKGi was hired to conduct further site analysis, evaluate natural resources, facilitate public engagement, and develop a master plan to meet Greater Minnesota Regional Parks and Trails Commission (GMRPTC) requirements.

Key engagement for this project involved meetings and site tours with tribal representatives and GMRPTC staff to modify the initial concept plans, placing greater emphasis on Indigenous history and natural resource preservation, as the site's owners had come to desire during the discovery process. The final master plan prioritizes natural resource restoration projects; cultural preservation, education, and interpretation; reducing the number of recreational amenities; and preserving access to the lake and the site's other outstanding landscape features.

HIGHLIGHTS

Plan emphasizes cultural heritage and natural resource conservation and interpretation

Engagement included an outdoor winter event held on the lake, giving stakeholders an opportunity to see the park property in person

Plan contains creative ideas for cultural and natural resource-focused programming



**CREATING
PLACES
THAT
ENRICH
PEOPLE'S
LIVES**

