



July 23, 2008

Judd Rietkerk  
Minneapolis Park & Recreation Board  
2117 West River Road  
Minneapolis, MN 55411-2227

Dear Judd,

Hoisington Koegler Group is pleased to provide the Minneapolis Park and Recreation Board (MPRB) this proposal for the preparation of construction documents related to phase one of the Lake Calhoun South Shore Parking and Plaza project. The following letter outlines our understanding of the project, our approach, experience and qualifications, work plan, related fees, and our assumptions for the project. Attached you will also find resumes of key HKGi personnel, and related project experience sheets to further establish our qualifications to complete the project on time and on budget.

### **Project Understanding and Approach**

The MPRB is seeking a consultant to complete landscape architectural services related to design development, identification and confirmation the phase one scope, and preparation of construction documents for phase one of the Lake Calhoun South Shore Parking and Plaza project. The MPRB intends to have the construction document package completed to allow for late summer 2008 bidding. The phase one construction budget is approximately \$350,000.

Our approach to the Lake Calhoun project is to work in partnership with MRPB staff to efficiently determine the best allocation of the budget toward a phase one project that effectively establishes the design intentions of the recently completed schematic design. We will use our years of technical expertise, and emphasis clear communications to ensure an accurate and clear construction document package. Construction costs will be estimated based on our up to date unit construction cost files and supplemented by fabricator and vendor pricing. Our years of park design and public space design will assure that maintenance, security and access needs are well thought-out and effective.

We view this project as an opportunity to build upon the inherent character of the lake and parkway by creating an identifiable destination that uses sustainable principles at the core; a place where the energy of the users connects to the natural energy of the space.

## **Experience and Qualifications**

HKGi has over 25 years of experience construction design and management. Our nine landscape architects design and manage an average of 30 design and construction projects per year. We have extensive experience in working with the MPRB, and are excited about this opportunity to continue to work collaboratively with MRPB staff to design this wonderful addition at Lake Calhoun.

Our expertise and experience in taking a design concept, incorporating client input, and refining it into a well crafted project results in a cherished, long lasting public place. Turning out clear, quality construction documents and project management documents result in better contractor prices, a smoother flowing construction process (no surprises), with the end result being a better quality project for the public. While our design process is very thorough, unforeseen conditions can arise which must be addressed to complete the project in the way intended. Our contract documents layout the procedures and paperwork required for any changes in the contract, (with Project Manager and Owner approvals). We pride ourselves on continually striving to improve and keep the quality of the project throughout the process, offering clear communication and innovative solutions during the project process. The long lasting quality in the design and details of our finished projects best demonstrate the expectations we demand of ourselves and of the contractors.

## **Work Plan**

### **Design Development and Identification of Phase One Project**

Building upon the recently completed schematic design, HKGi will work with MRPB staff to quickly evolve the existing design for the project area in a manner that will allow us to better determine the limits of the phase one project within the context of the existing construction budget. Materials options and general construction techniques will be identified along with related cost implications. Options for phasing and value engineering will be outlined by HKGi and presented to MRPB staff for review.

### **Construction Document Preparation**

Immediately following the agreement on the limits/scope of the phase one project, HKGi will begin the preparation of the Construction Document package. HKGi will work collaboratively with MRPB staff and other required consultants (civil engineering, structural engineering, and electrical engineering) to ensure that the documents provide

clear direction related to the construction of the project design. We propose review sets for the project team at the 50%, 90%, and 100% completion stages where we would facilitate meetings in our office to walk through the entire drawing set and share comments related to constructability and clarity of the plans. At each of these review meetings we will also provide updated cost estimate information and potential options for the bidding of alternates to ensure that we stay within the limits of our original construction budget.

**Deliverables:**

Color hardcopy presentation size design development plans with related costs and the definition of the phase one project.

Review sets of construction documents at the 50%, 90%, and 100% stages.

Two unbound hard copy sets and an electronic copy of all final completed construction documents (supplementary and technical / performance specifications, plan drawings, details, and notes).

Hard copy and digital copy of an itemized cost estimate.

**Professional Fees**

HKGi will work with MRPB staff to refine the design and related construction costs, and prepare the phase one construction documents for a not-too-exceed consulting services fee of \$47,200.00 plus \$1,650.00 in direct mileage and printing expenses.

Copies of our hourly rates and direct reimbursable expenses are attached. We carry Comprehensive General Liability, Workers Compensation and Professional Liability insurance and we will provide certificates of insurance upon execution of the professional services contract.

Our work plan, schedule and fee assume that permitting, survey, soils, structural, civil, or electrical engineering services, if required, will be coordinated by the MPRB and are not considered part of our scope of work.

We look forward to working with you on this important community project. Please call me or Greg Ingraham with any additional comments or requests.

Sincerely,



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Hoisington Koegler Group, Inc.  
Paul Paige  
Vice President