

**2B. Consideration to appoint a PARC Commissioner to serve on the Chelsea Commons Professional Engineering, Park & Open Space Planning and Landscape Architecture Services proposal review team.**

**REFERENCE AND BACKGROUND**

On September 27<sup>th</sup>, the City Council acted to adopt the Chelsea Commons Small Area Plan (SAP). Moving into implementation of the SAP, the City Council also authorized the release of a request for proposal for services related to the first set of improvements at Chelsea Commons.

The Request for Proposal focuses on the completion of the first stage of the central system of public spaces and amenities. These improvements are intended to encourage and accelerate private development, and to create a strong sense of place for the community.

The PARC is asked to continue their role in review of the project, appointing a representative to the team that will review the proposal responses. Council, Planning Commission, staff and community members at-large will also serve on the team.

**ALTERNATIVE ACTION**

1. Motion to appoint Commissioner \_\_\_\_\_ to serve on the proposal review team for the Chelsea Commons Professional Engineering, Park & Open Space Planning and Landscape Architecture Services project.

**STAFF RECOMMENDATION**

Staff recommends Commission’s continued involvement as the Chelsea Commons SAP is implemented. Staff defers to the Commission on appointments.

**SUPPORTING DATA**

- A. City Council Agenda Item, September 27<sup>th</sup>, 2021

**4C. Consideration to authorize a Request for Proposal for Professional Engineering, Landscape Architecture, and Park & Open Space Planning services for the Chelsea Commons area.**

<p><b>Prepared by:</b> Community Development Director</p>	<p><b>Meeting Date:</b> 9/27/21</p>	<p><input checked="" type="checkbox"/> <b>Regular Agenda Item</b> <input type="checkbox"/> <b>Consent Agenda Item</b></p>
<p><b>Reviewed by:</b> Finance Director, Parks &amp; Recreation Director, City Engineer/Public Works Director, Economic Development Manager</p>	<p><b>Approved by:</b> City Administrator</p>	

**ACTION REQUESTED**

Motion to authorize a Request for Proposal for Professional Engineering, Landscape Architecture, and Park & Open Space Planning services for the Chelsea Commons area.

**PREVIOUS COUNCIL ACTION**

- November 9, 2020: Authorization to proceed with a Small Area Plan of the Chelsea Commons Area with a not to exceed budget of \$45,000.
- April 12, 2021: Authorization to complete a financial and traffic analysis for Chelsea Commons at an additional \$18,000.
- April 26, 2021: Authorization to \$83,793 in project funding for the Chelsea Commons Small Area Plan Stormwater & Grading Plan

**REFERENCE AND BACKGROUND**

The Chelsea Commons Small Area Plan (SAP) identifies a series of implementation measures to accomplish the Plan vision. Pending adoption of the SAP, the first proposed implementation step includes:

- Confirmation/organization of the area’s core improvements and phasing
- Preparation of construction plans for the desired initial series of public improvements
- Bidding and construction management for the initial series of public improvements

A Request for Proposal has been prepared focusing on the completion of the first stage of the central system of public spaces and amenities as outlined above. Consistent with the Plan, these improvements are intended to encourage and accelerate private development as well as create a strong sense of place for the community.

The Request for Proposal is broken into two primary project phases. The first prioritizes the completion of a construction-level mass grading plan for the full Chelsea Commons site. The detailed construction grading plan is necessary to transition the excavation of materials currently occurring on site toward the desired finish grades throughout the project. It is also required to complete site grading in accordance with the preliminary plan developed with the Small Area Plan.

The second proposal phase requires the completion of plans and specifications for the installation of the “Baseline” set of improvements desired by the City. The second phase will be focused on the amenities of the Chelsea Commons project, including the public park, pond pathway system, bridges, gateways and other key vignette areas. Landscape architecture and open space design will be key to this project component. To arrive at the Baseline improvements for construction plans, the RFP specifies that the selected consultant will work through engagement and plan definition exercises with policymakers and the public.

The RFP is structured to include the management of the bidding and construction processes for both phases to provide for implementation of construction activities consistent with the Plan and design work.

The proposed RFP schedule is as follows:

September 27, 2021:	Approval of RFP
September 28, 2021:	Posting of RFP
October 22, 2021:	Proposals Due
October 25- 28, 2021:	Proposal Review
November 1-4:	Consultant Interviews
November 22, 2021:	Contract Award Consideration

The Request for Proposal represents a significant commitment to implementation of physical improvements at Chelsea Commons.

- I. **Budget Impact:** There is no cost associated with the posting of the RFP. Pending contract award, the costs for the final scope of services is proposed to be paid from the Capital Projects Fund.
- II. **Staff Workload Impact:** City engineering and community development staff will be involved in managing and evaluating the proposal responses. Staff time is anticipated at 20-30 hours for managing the proposal process through consultant selection and contract development for Council consideration.
- III. **Comprehensive Plan Impact:** The completion of the implementation steps for the Chelsea Commons area is consistent with the Monticello 2040 Vision + Plan as identified

in the Commercial/Residential Flex District planning. Chelsea Commons is also specifically identified as a future Community Park in the Parks chapter of the Plan.

Further, the Council has identified the development of Chelsea Commons area as a strategic priority.

**STAFF RECOMMENDED ACTION**

City staff recommends approval of the Request for Proposal. The RFP outlines the necessary steps for conversion of the current site excavation into the physical site amenities envisioned by the Small Area Plan. The proposed scope of work also facilitates the completion of the detailed construction-level planning, bidding, and construction management necessary to complete the Baseline site amenities envisioned by the Plan and confirmed through this process.

**SUPPORTING DATA**

- Request for Proposal



**REQUEST FOR PROPOSALS  
FOR PROFESSIONAL ENGINEERING, PARK & OPEN SPACE  
PLANNING AND LANDSCAPE ARCHITECTURE SERVICES  
MONTICELLO CHELSEA COMMONS  
PLANS & IMPROVEMENTS  
DUE 11:30 AM | OCTOBER 22, 2021**

**SECTION 1: GENERAL INFORMATION & PROJECT OVERVIEW**

**Contract Administration**

All persons or firms downloading this RFP are requested to register their name and email address by sending an email to [hayden.stensgard@ci.monticello.mn.us](mailto:hayden.stensgard@ci.monticello.mn.us). Any revisions or corrections to this RFP, after it has been advertised, will be communicated to those registered RFP holders. Failure to register your contact information is at your own risk. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

**Acceptance of Proposal Contents**

The contents of this RFP will be included as part of the contractual obligations if a contract ensues. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 – Minnesota Government Data Practices Act.

**Project Vision and Overview**

“Chelsea Commons” is the reimagining of a prominent land area in the core of Monticello. Chelsea Commons will be an exceptional neighborhood in which to live, work and play. The 100-acre Chelsea Commons project area combines a varied mix of commercial services, residential living opportunities, and public open space amenities. Chelsea Commons is centered on a significant recreational water feature and surrounded by a series of interconnected public spaces for discovery. Chelsea Commons is intended to inspire remarkable private development that values and builds on these distinctive public areas. Chelsea Commons will be a magnet for the Monticello community and beyond.

The City of Monticello has prepared a prior Chelsea Commons Small Area Plan and other planning initiatives and documents which will serve as foundation for the construction level plans and specifications requested within this document. In addition to the Small Area Plan, the city has completed:

- Preliminary Engineering Analysis – Grading, Earthwork & Stormwater Management Analysis
- Traffic Impact Study
- Financial Impact Analysis

The City intends to retain a professional consulting firm to provide the professional engineering, park planning and landscape architecture services needed to successfully implement the design and construction of the proposed “Chelsea Commons”.

### **Improvements**

The improvements to be undertaken with this project are to be consistent with the “Chelsea Commons” Small Area Plan, including landscaping theme; public pathways and open space; preliminary grading, earthwork and stormwater management plan; and roadway reconfiguration plan. Construction will occur in multiple phases, with grading and removals expected to begin in spring 2022. To reduce costs the city plans to utilize the site as a borrow pit and allow contractors to remove material from the ponds in the 2021, 2022 and 2023 construction seasons if needed.

The initial series of public improvements are anticipated to be prepared and constructed in two phases. The consultant is expected to provide engineering and planning services, as well as plans and specification bid documents, and bidding and construction management for the two phases of improvements as follows:

#### **Phase I: Bid date – March 1<sup>st</sup>, 2022**

- Mass site grading (less material to be exported per above) to allow for building pad development and temporary stormwater pond construction.
  - Mass grading to also include grading of other city owned properties which requires additional fill material. One of the sites, 203 Chelsea Road, is the intended location of a future municipal water treatment plant. The other site is located in the Otter Creek Industrial Park and it is unknown at this time if any fill material is required. If fill material is required that would be included in this phase of the project.
- Site grading to include grading of the proposed pathway network and other park amenities.
- Removal of a portion of Dundas Road from Edmonson Avenue to the StorageLink Monticello entrance.

- Relocation of public utilities associated with the Dundas Road removal and coordination with private utility relocation.
- Installation of stormwater infrastructure necessary to support development occurring prior to the construction of Phase II. Infrastructure to be designed to support the central lakes/stormwater pond to avoid any removals in Phase II.
- Confirmation of length, width, area, quantity, etc. for all planned public improvements.

Phase II: Bid date anticipated - January 15<sup>th</sup>, 2023

- Design and installation of central lake/stormwater pond feature with clay liner.
- Design and installation of baseline pathway network around the central lakes/stormwater pond, including multiple surface treatments, grades and widths as described in the Chelsea Commons Small Area Plan; plan for connectivity to the larger community pathway system and adjacent streets.
- Design and installation of irrigation re-use system throughout public spaces and integrated into the central lakes/stormwater pond feature.
- Installation of water augmentation system in support of the central lakes/stormwater pond.
- Installation of aeration system in support of the central lakes/stormwater pond.
- Installation of public parking lot near primary City open space/park.
- Installation of a lighting system.
- Installation of utility conduit throughout public spaces.
- Construction design of public park along Cedar Street.
- Construction design of landscape architecture throughout public spaces, including:
  - Adherence to the biome theme of the Chelsea Commons Small Area Plan
  - Location, species, quantity, size
  - Detailed planting specifications
  - Creation of unifying project elements
  - Identification of coordinated wayfinding sign system locations
  - Recommendations for reconstruction of Edmonson Avenue with boulevard and corridor treatments
  - Recommendations for roundabout center design and adjacent corridor enhancements (Cedar, School, Chelsea)
  - Recommendations for private area landscaping treatments
- Consideration for the location and integration of public art in all forms – visual, performing, etc.
- Address accessibility needs and requirements in all plans and identify any architectural, transportation, communication, or service barriers that may limit the use of the park.
- Installation of other components identified following the Baseline improvement evaluation and confirmation exercise.

The Capital Improvement Plan estimate for total investment of this portion of the project (design, construction, testing, etc.) is approximately \$11,872,500.

## **SECTION 2: OVERALL SCOPE OF SERVICES**

A team of consultants may partner to provide a comprehensive proposal as outlined. If the proposal includes the services of multiple firms, one consulting firm must be identified as lead and primary contact and a clear delineation of scope services for each firm identified.

The services required of the Consultant(s) are anticipated to be provided beginning in November 2021 and ending when the warranty inspection for the constructed improvements has been completed for each of the two phases. The following are general work tasks and deliverables that shall be included in the Consultants' scope for each of Phase I and II:

1. Topographic survey of the full Chelsea Commons site
2. Coordination and meetings with city staff and boards
  - a. Detailed staff and project scoping meeting: may require two sessions
  - b. Project team/staff coordination meetings at regular intervals
    - i. Meeting summaries to be provided
  - c. (3) PARC meetings
  - d. (3) City Council meetings
  - e. (2) Joint PARC/Planning Commission/City Council meeting
3. Detailed project timeline with meeting and deliverable dates
4. Project evaluation & recommendation
  - a. Evaluate the proposed Baseline, Good and Great improvement scenarios identified in the Chelsea Commons Small Area Plan. Provide recommendation and rationale for a specific set of Baseline, Good and Great improvements based on the final project design for landscaping, parks, pathways and open space
  - b. Provide additional recommendations, plans and cost estimates which may result from the planning and public engagement exercise
5. Public involvement and meetings
  - a. Public engagement activities directed at visual and design preference components of the plan (Note: These engagements are intended to further define design aspects of the implemented plan, and are not a revision of the SAP design theme itself.)
  - b. (1) public open house corresponding to Phase II for the final landscaping, park, pathway and open space plans
  - c. Project on a page graphic/text piece describing the project vision and implementation

- d. Project webcam installation and coordination
  - e. Two 3-D project visualizations: one of the Baseline condition and the second of the area at full build-out
  - f. Clearly detail any additional public engagement activity recommended and include task assignment responsibility (City or consultant)
6. Design, including Plans and Specifications for Phase 1 and 2 of the project in accordance with City standards and as outlined in Section I: Improvements.
    - a. AutoCAD and GIS files for all plans, multiple layers anticipated
  7. Contract bidding, award, and records management for both phases of the project.
  8. Permitting submission and management for both Phases.
  9. Construction inspection, staking and management services.
  10. Warranty inspection.
  11. Develop exhibits and assistance with administering contracts for borrow material removal.

The City requires the consultant to have a Project Manager assigned to coordinate throughout the plan development and construction process and a full-time project inspector on-site during all work.

To achieve consistency with the vision established by the Chelsea Commons Small Area Plan, proposing firms shall include consultation with Northwest Associated Consultants (NAC). Northwest Associated Consultants has provided the City with an estimate of time and hourly rate for this collaboration, which will be budgeted separately. This amount shall not be included in the consultants not to exceed fee for the project.

All permits and other regulatory review fees shall be paid by the engineering consultant and will be reimbursed by the City. These costs shall not be included in the consultants not to exceed fee for the project but shall be itemized within the proposal for project estimation purposes.

### **SECTION 3: PROPOSALS**

The proposal shall contain the information summarized below. Additional information is allowable if directly relevant to the proposed project.

#### **Proposal Format**

The submittal should follow the Table of Contents listed below:

1. General Information
2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
5. Comparable Project References
6. Schedule
7. Any Additional Information as Needed
8. Total Consultant Cost by Phase
9. Insurance Certificate

A brief description of each section is included below.

1. General Information  
General information and a brief history of the Consultant's firm. Include similar information on key subconsultants, if any, proposed for the project.
2. Project Understanding  
A summary of the Consultant's understanding of the work.
3. Project Approach  
Provide specific approaches, methods, and assumptions that will be utilized to accomplish the development of this project, including each work phase. Include details about the Consultant's approach to coordinating a public process.
4. Proposed Project Team and Experience
  - Identify the key project team members and describe their specific roles on the project. Include key team members from sub-consultant firms if any.
  - Describe relevant experience and provide information on at least three (3) reference projects completed in the last ten (10) years. Provide personal references and contact information.
  - Include one-page resumes only for key members of the project team.
5. Comparable Project References
  - Provide summary information on the consultant's experience with comparable projects.
  - Include specific descriptions of proposed team members' roles on reference projects.
  - Provide a contact name and information for each comparable project.
6. Schedule  
A proposed schedule from project initiation to final completion of construction. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables.

**Phase 1**

60% plans: January 15, 2022

90% plans: February 15, 2022

**Phase 2**

60% plans: October 15, 2022

90% plans: December 15, 2022

**7. Additional Information**

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

**8. Total Consultant Cost**

Proposal costs should be itemized as follows:

1. Proposed costs for each component scope of work for the project as listed in Section 1 General Information & Project Overview and for the deliverables in Section 2 Overall Scope of Services.
2. Hourly rates for all consultant employees who are expected to work on this project. These rates shall be the agreed upon costs for any additional services requested by the City, above what is detailed in the scope of this RFP.
3. Reimbursable costs including detail of service or item and applicable charge per unit.
4. Not to Exceed cost for the project.

**9. Insurance Certificate**

Indicate ability to provide all necessary insurance certificates.

**SECTION 4: CONSULTANT SELECTION**

Proposals will be reviewed and evaluated by a team of City staff on the basis of the following criteria:

1. Consulting firm references and qualifications
2. Key project staff experience with similar projects.
3. Proven track record in successfully completing similar projects on time and within budget. Successful experience of both the firm itself and the individual team members will be considered.
4. Proposed approach to completing the project.
5. In addition to understanding technical issues and having sound technical/engineering expertise, the Consultant must also have an awareness and understanding of the social/political issues that can surround projects of this

- nature and must possess the personal and leadership skills necessary to navigate the project through the public process.
6. Proven successful construction management of projects of this nature is required. This includes the effective coordination and management of private and public utilities, contractors, adjacent property owners, and other stakeholders.
  7. Proposed consultant cost.

Following review of the Proposals the City may ask Consultants to interview and/or make a presentation to City representatives, which may include City Boards and Commissions. Consultants selected for interview will be prepared to interview the week of November 1<sup>st</sup>, 2021.

The City will select a consultant to negotiate a contract as follows:

1. If, for any reason, a firm is not able to commence the services in that firm's Proposal within 30 days of the award, the City reserves the right to contract with another qualified firm.
2. The City shall not be liable for any expenses incurred by the Consultant prior to the signing of a contract including, but not limited to, the Proposal preparation, attendance at interviews, or final contract negotiations.
3. The Proposal must be signed in ink by an official authorized to bind the Consultant to its provisions that will be included as part of an eventual contract. The Proposal must include a statement as to the period during which the Proposal remains valid. This period must be at least 90 days from the date of the submittal.
4. The City reserves the right to reject any and all Proposals submittals or to request additional information from any or all of the proposing firms.

## **SECTION 5: CONTRACT TERMS AND CONDITIONS**

Upon selection of a Consultant, an Agreement or Contract for Services, attached to this RFP, shall be entered into by the City and the Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis, and the following conditions:

1. Deletions of specific itemized work tasks will be at the discretion of the City. Payment or reimbursement shall be made based on tasks that have been satisfactorily completed. Billing that exceeds the not to exceed amount will not be compensated unless a contract extension has been approved in advance by the City.
2. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy

and digital documents throughout the project, upon completion the consultant shall supply the City with a fully scanned (Laserfiche) project file including all project components.

3. If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City shall reserve the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory completed work tasks, as determined by the City Engineer.
4. The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
5. The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.
6. The Consultant shall defend, indemnify and hold harmless the City of Monticello, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, subconsultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.
7. The Consultant contract shall be governed by the laws of the State of Minnesota.
8. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion of the project. Invoices submitted to the City shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.

## **SECTION 6: CONCLUSION AND SUBMITTAL**

Any requests for additional information that may be needed for the preparation of the proposal should be directed via email to Angela Schumann at [Angela.Schumann@ci.monticello.mn.us](mailto:Angela.Schumann@ci.monticello.mn.us) . All questions must be received before 11:30 am, October 11, 2021. No responses will be provided for questions received after that time.

Please provide 10 paper and one electronic (pdf) copies of the Proposal for the evaluation process.

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Proposals shall be addressed to:

Angela Schumann  
Community Development Director  
City of Monticello  
505 Walnut Street  
Monticello MN 55362

**Proposals will be accepted until 11:30 a.m. on October 22, 2021**

**Attachments:**

Chelsea Commons Small Area Plan, with appendices