

CLIENT: City of Vergas Parks Board

LOCATION: Vergas, Minnesota

SERVICE REQUESTED BY:

DATE: October 18, 2022

PROJECT: Loon Park Masterplan and Preliminary Cost Estimate

DESCRIPTION OF WORK INVOLVED:

This proposal has been written to define the fees associated with the request for a proposal to assist the City of Vergas, MN with creation of a park masterplan and preliminary cost estimate for Loon Park located on the west side of Long Lake in Vergas, MN.

The following proposal will be completed on the above referenced project based on recent meetings that provided a list of site elements the City would like to include in the final masterplan of the park. The concept provided by the City (per NDSU students), will not be used for our final park concepts.

SCOPE OF SERVICES:

1. **Site Visit:** We will conduct a site visit to assess the existing conditions of the park and document location of utilities, access points from County Road 4 and existing site elements. In addition to a site visit we will collect GIS information from the County to create a basemap for the final masterplan.
2. **County Communication:** WIDSETH will reach out to the County Engineers to discuss options for access, review current ROW, and discuss speed limit options for County Road 4. We will maintain an open line of communication throughout the process.
3. **Concept Sketches:** We will begin the masterplan process by creating (2) concept sketches of the proposed park layouts for the main infrastructure elements. This will show the overall relationships between existing and proposed elements and the surrounding area. Elements will be sited based on review of County GIS topography related to grading and drainage and site visit. Elements to be shown on the map Include but not limited to the following:
 - a. Multi-use building with bathrooms, dry kitchen
 - b. Pavilion/amphitheater space
 - c. Additional Parking
 - d. Expanded beach
 - e. Stone Steps/Seating to the lake at the current entrance area
 - f. Incorporation of existing Loon sculpture
 - g. Signage
4. **Meeting #1:** We will meet to discuss the concepts and decide which concept (or combination of the concepts) is preferred moving forward.
5. **Final Park Masterplan:** WIDSETH will move forward based on our meeting with the preferred plan and necessary revisions based on our meeting. The final park masterplan will be laid out to scale and rendered to present a final graphic the City can use as a communication tool for public and private funding requests.
6. **Phasing Plan and Preliminary Estimate of Probable Cost:** WIDSETH will provide an overall graphic

showing the proposed phases on construction based on the final master plan. This will include a preliminary cost estimate broken into the corresponding phases. This will allow the City an opportunity to make informed decisions on how to move the plan forward.

7. **Meeting #2:** We will meet to present our final masterplan and cost estimate to the planning team.

2. EXCLUDED ITEMS:

1. Construction Bidding or Administration services.
2. Distribution of public survey.
3. Summarizing results of the public survey.
4. Coordination and advertisement of committee and public meetings.
5. Providing Boundary Survey's
6. Professional Licensed Survey work beyond the scope of this contract.
7. Outside Services including geotechnical, architectural, engineering, environmental, wetlands.
8. Providing services in connection with future facilities, systems, or equipment, which are not intended to be constructed as a part of this project.
9. Design of off-site improvements.
10. Permitting
11. Detailed Construction Cost Estimate
12. Storm Water Pollution Prevention Plan (SWPPP)

ESTIMATED ENGINEERING COSTS:

Loon Park Masterplan

WIDSETH LABOR & EXPENSES

\$6,830.00

TIME SCHEDULE FOR SERVICES: Complete plans and supporting documents within 60 days of approval.

BILLING METHOD:

- ☐ Hourly
☐ Percentage
☒ Lump Sum
☐ Other

BILLING SCHEDULE:

- ☒ Monthly
☐ Phased
☐ Upon Completion

REMARKS: Billing to be on an hourly basis and per the attached General Provisions. WIDSETH will not exceed stated cost without additional authorization from client.

WIDSETH: agrees to perform the described work as set forth above. The **CLIENT** agrees to make payment for work performed within thirty (30) days after receipt of billing.

SUBMITTED:

APPROVED:

WIDSETH SMITH NOLTING

BY: _____
Jeff Kuhn, Vice President

BY: _____

BY: _____
Blaine Green, PE

DATE: _____

DATE: _____

DATE: _____

ADDITIONAL SERVICES (OPTIONAL):

1. **Supplemental 3D Rendering:** WiDSETH will provide a 3D rendering of the final plan in addition to the 2D graphic if the City decides this is necessary to understand the final design and/or to be successful in their pursuit for funding requests.
2. **Public Involvement:** WiDSETH will provide one online survey to the public through google forms. We will summarize the results of the survey for the team and use this to guide our final masterplan.
3. **Grant Writing:** WiDSETH will provide grant assistance to the City. This will include providing a list of potential public grant options to fund the park and/or assistance in writing and applying for the grants.