

HOPKINS CITY COUNCIL
AGENDA
Tuesday, September 10, 2024
6:30 pm

THIS AGENDA IS SUBJECT TO CHANGE
UNTIL THE START OF THE CITY COUNCIL MEETING

I. CALL TO ORDER

II. ADOPT AGENDA

III. PRESENTATIONS

1. Oath of Office – Deputy Fire Chief Wenshau; Specken/Domeier
2. Proclamation for Hispanic Heritage Month; Imihy
3. 11th Avenue Corridor Study; Klingbeil

IV. CONSENT AGENDA

1. Minutes of the September 3, 2024, Regular Meeting Proceedings
2. Second Reading: Ordinance 2024-1214 Rezoning 100 Jackson Ave. N.; Krzos
3. Award of Contract for Central Park RFP; Imihy

V. PUBLIC HEARINGS

VI. OLD BUSINESS

VII. NEW BUSINESS

1. Order Feasibility Report for Central Avenues Improvements Project; Klingbeil
2. Second Quarter Financial Report; Bishop

VIII. PUBLIC COMMENT

IX. ANNOUNCEMENTS

- Next City Council Regular Meeting: Wednesday, Sept. 18 at 6:30 p.m.

X. ADJOURN



CITY OF HOPKINS

**Fire Department
Administration Department**

Memorandum

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Dale Specken, Fire Chief
Amy Domeier, City Clerk

Date: September 10, 2024

Subject: Introduction and Oath of Office for Deputy Fire Chief

PURPOSE

Introduction of deputy fire chief and oath ceremony.

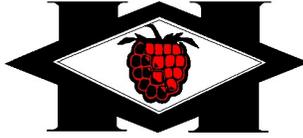
INFORMATION

Fire Chief Specken will introduce Hopkins Deputy Fire Chief Mike Wenshau. Following the presentation, City Clerk Domeier will issue the Oath of Office to the Mr. Wenshau.

Together we will thank the Mr. Wenshau for maintaining our commitment to excellence to Inspire, Educate, Involve and Communicate.

FUTURE ACTION

N/A



Administration

CITY OF HOPKINS

City Council Report 2024-105

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: PeggySue Imihy, Special Projects and Initiatives Manager

Date: September 10, 2024

Subject: Adopt a Proclamation Recognizing Hispanic Heritage Month

RECOMMENDED ACTION

MOTION TO Adopt a Proclamation Recognizing Hispanic Heritage Month.

OVERVIEW

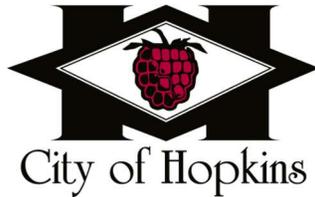
Hispanic Heritage Month is an annual celebration in the United States starting on September 15th that coincides with the independence anniversaries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua and continues until October 15th to include Mexico's independence day on September 16th and Chile's on September 18th.

Hispanic Heritage Month is an opportunity to not only celebrate the past contributions and achievements of the Hispanic and Latino community but to learn more about the struggle it took to make them and to embrace the future as many cultures become more and more intertwined.

Hispanic and Latino people make up a significant portion of the country's population and have become the largest ethnic minority group, at over 65 million people. The City of Hopkins includes many residents and employees of Hispanic heritage and tonight the City recognizes the important role each and every person plays in making our community the wonderful place it is.

SUPPORTING INFORMATION

- Proclamation Recognizing Hispanic Heritage Month



A Proclamation Recognizing Hispanic Heritage Month

WHEREAS, Hispanic Heritage Month, which was initially observed as a weeklong celebration starting in 1968 and was expanded to a full month in 1988; and

WHEREAS, Hispanic Heritage Month begins annually on September 15th to coincide with the independence anniversaries of Costa Rica, El Salvador, Guatemala, Honduras, and Nicaragua and continues until October 15th to include Mexico's independence day on September 16th and Chile's on September 18th; and

WHEREAS, the Hispanic population of the United States totals over 65 million people, making it the largest ethnic minority group in the country at nearly 20 percent of the nation's people; and

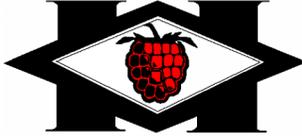
WHEREAS, Hispanic Heritage Month is a celebration of Hispanic and Latino history and contributions to American society, but also a recognition of the ongoing struggle against discrimination for equal status and prosperity, and

WHEREAS, the City of Hopkins has many residents and employees who identify as Hispanic or Latino and who make an important and lasting part of our social fabric at the local, state, and national levels;

NOW THEREFORE, I, Patrick Hanlon, Mayor of the City of Hopkins in the State of Minnesota, along with my fellow Council Members, recognize, adopt, and proclaim the September 15th to October 15th, 2024 as Hispanic Heritage Month in the City of Hopkins, and urge all residents to celebrate and learn about Hispanic history and to embrace the special contributions that help to make our shared culture a rich one.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Hopkins, Minnesota to be affixed this 10th day of September 2024.

Patrick Hanlon, Mayor



CITY OF HOPKINS

Public Works Dept.

City Council Report 2024-0109

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Eric Klingbeil, PE, City Engineer

Date: September 10, 2024

Subject: 11th Avenue Corridor Study

OVERVIEW

11th Avenue is a significant corridor in Hopkins, acting as the main north-south corridor connecting residential, industrial, and commercial areas to Excelsior Boulevard, downtown, and points beyond. While 11th Avenue south of Mainstreet is not scheduled for a reconstruction or other significant rehabilitation project along the length of the corridor in the near future, there are several smaller scale projects planned in the short and long term. This report was created in order to help identify opportunities along the corridor while providing for a cohesive vision for projects in the corridor allowing incremental projects to be part of a larger, holistic improvement.

SUPPORTING INFORMATION

- 11th Avenue Corridor Planning Study, Draft
- Minnesota River Bluffs Regional Trail Concept Layout

ANALYSIS OF ISSUES

BACKGROUND INFORMATION

Pedestrian access and safety, and vehicle speeds are some of the most common resident comments about 11th Avenue. This is a vital corridor for a diverse set of users, including a large non-car dependent population, recreational trail users, and vehicle traffic. The Capital Improvement Plan includes upgraded pedestrian crossings on 11th Avenue South, with additional longer range improvements for the future.

Recently Three Rivers Park District engaged Hopkins staff about planned improvements to the Nine Mile Regional Trail that may have direct impacts to 11th Avenue. Staff felt a study of the corridor was warranted to ensure that improvements by all parties were warranted, did not interfere will traffic flow, and fit together with a single vision for the corridor.

The City contacted a local engineering firm, SRF, to perform a corridor study of 11th Avenue from Mainstreet to Smetana Road. This study analyzed existing parking, pedestrian facilities, traffic speed and volume, turning movements, intersection

capacity, and roadway layouts. Recommendations on pedestrian facilities, and roadway and intersection geometry are made in the report.

Currently, the draft report has been submitted to departments city-wide for review, including police, fire, planning, and public works. Staff is planning to work with the consultant to finalize the report with any staff or council input incorporated.



To: Eric Klingbeil, PE, City Engineer
City of Hopkins

From: Tom Sachi, PE, Senior Project Manager
Zach Toberna, PE, Engineer III

Date: August 2, 2024

Subject: 11th Avenue Corridor Planning Study

Introduction

SRF has completed a corridor planning study along 11th Avenue South between Mainstreet and Smetana Road in Hopkins, Minnesota (see Figure 1: Project Location). The main objectives of the study are to review existing traffic and parking conditions along the corridor, determine potential corridor wide and intersection specific modifications to improve safety and mobility for all users, and develop concept layouts and cost estimates for intersection alternatives identified along 11th Avenue South. The following information provides the assumptions, analysis, and study findings offered for consideration.

Existing Conditions

Existing conditions were reviewed to establish a baseline to identify any potential issues and opportunities, as well as determine improvement alternatives. The evaluation of existing conditions includes a review of traffic volumes and speeds, roadway characteristics, and an intersection capacity analysis, which are summarized in the following sections.

Data Collection

Weekday a.m. and p.m. peak period vehicular turning movement and pedestrian/bicyclist counts were collected by SRF during the week of March 11, 2024, at the following study intersections along 11th Avenue South:

- Mainstreet
- 1st Street S
- 5th Street S
- 6th Street S
- 7th Street S
- Westbrooke Way
- Smetana Road

In addition to the collected counts, previously collected counts from April 2023 at the intersection of 11th Avenue South and Excelsior Boulevard were used for the analysis.



Project Location
11th Avenue Corridor Planning Study
City of Hopkins

02417591
April 2024

Figure 1

Roadway Characteristics

A field assessment was completed to identify various roadway characteristics within the transportation system study area, such as functional classification, general configuration, and posted speed limit. A summary of these roadway characteristics is shown in Table 1.

Table 1. Existing Roadway Characteristics

Roadway	Functional Classification ⁽¹⁾	General Configuration	Posted Speed Limit (mph)
11th Avenue S	Major Collector	4-lane undivided ⁽²⁾	30
Mainstreet	Local Road	2-lane undivided	30
1st Street S	Local Road	2-lane undivided	30
Excelsior Boulevard	Minor Arterial	4-lane divided	40
5th Street S	Local Road	2-lane undivided	30
6th Street S	Local Road	2-lane undivided	30
7th Street S	Local Road	4-lane divided	30
Westbrooke Way	Local Road	2-lane undivided	30
Smetana Rd	Major Collector ⁽³⁾	2-lane undivided	30

(1) Functional classification based on the *City of Hopkins' 2040 Comprehensive Plan*.

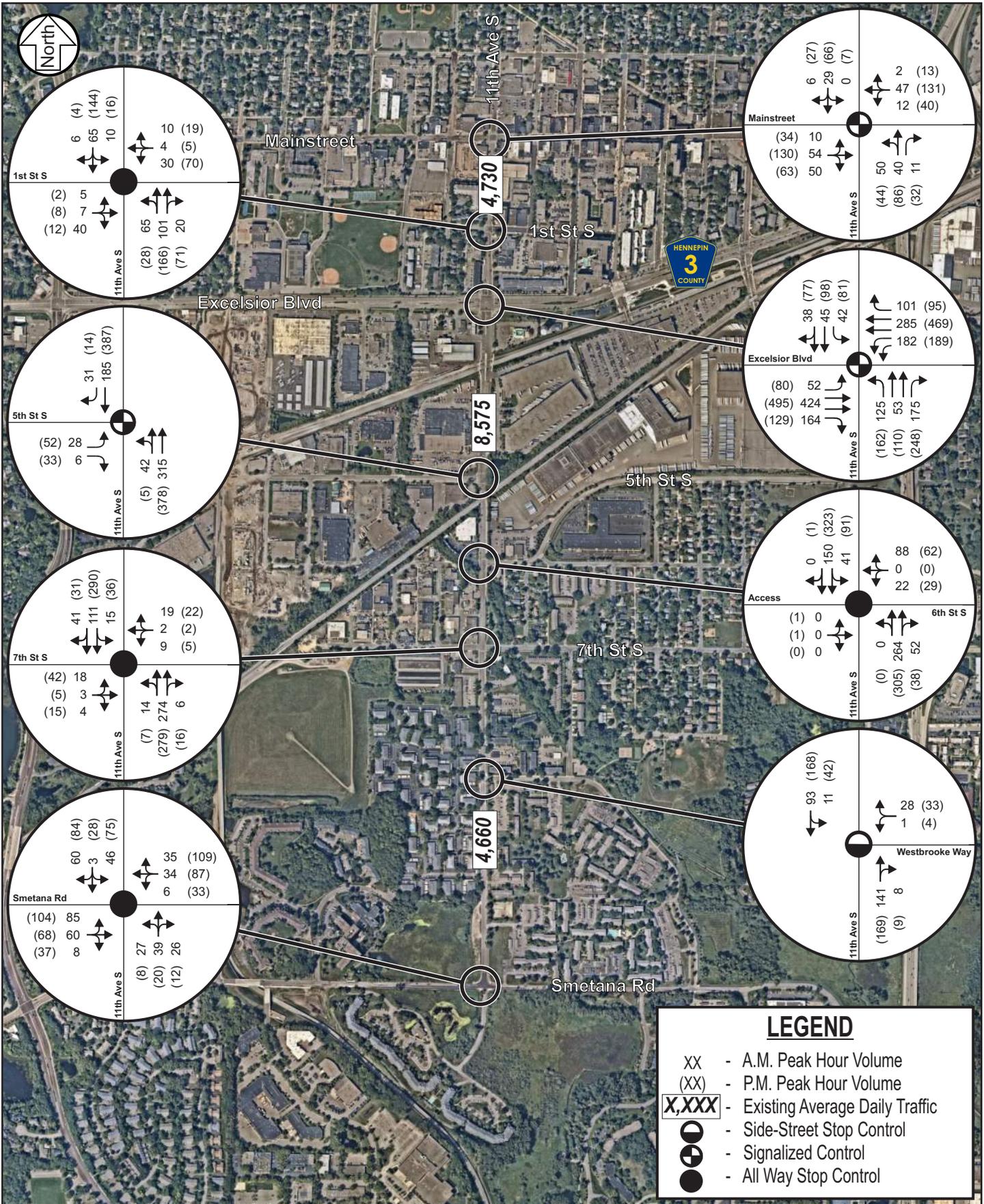
(2) Note that 11th Avenue S changes to a 2-lane undivided roadway south of the marked pedestrian crossing that is just to the north of Landmark Trail N.

(3) Smetana Road is a Major Collector east of 11th Avenue S and a local road west of 11th Avenue S.

From a traffic control perspective, the 11th Avenue South intersections of Mainstreet, Excelsior Boulevard, and 5th Street South are signalized. The intersection of 11th Avenue South and Westbrooke Way is unsignalized with side-street stop control, while the other study intersections are unsignalized with all-way stop control. Existing geometrics, traffic controls, and traffic volumes in the study area are shown in Figure 2.

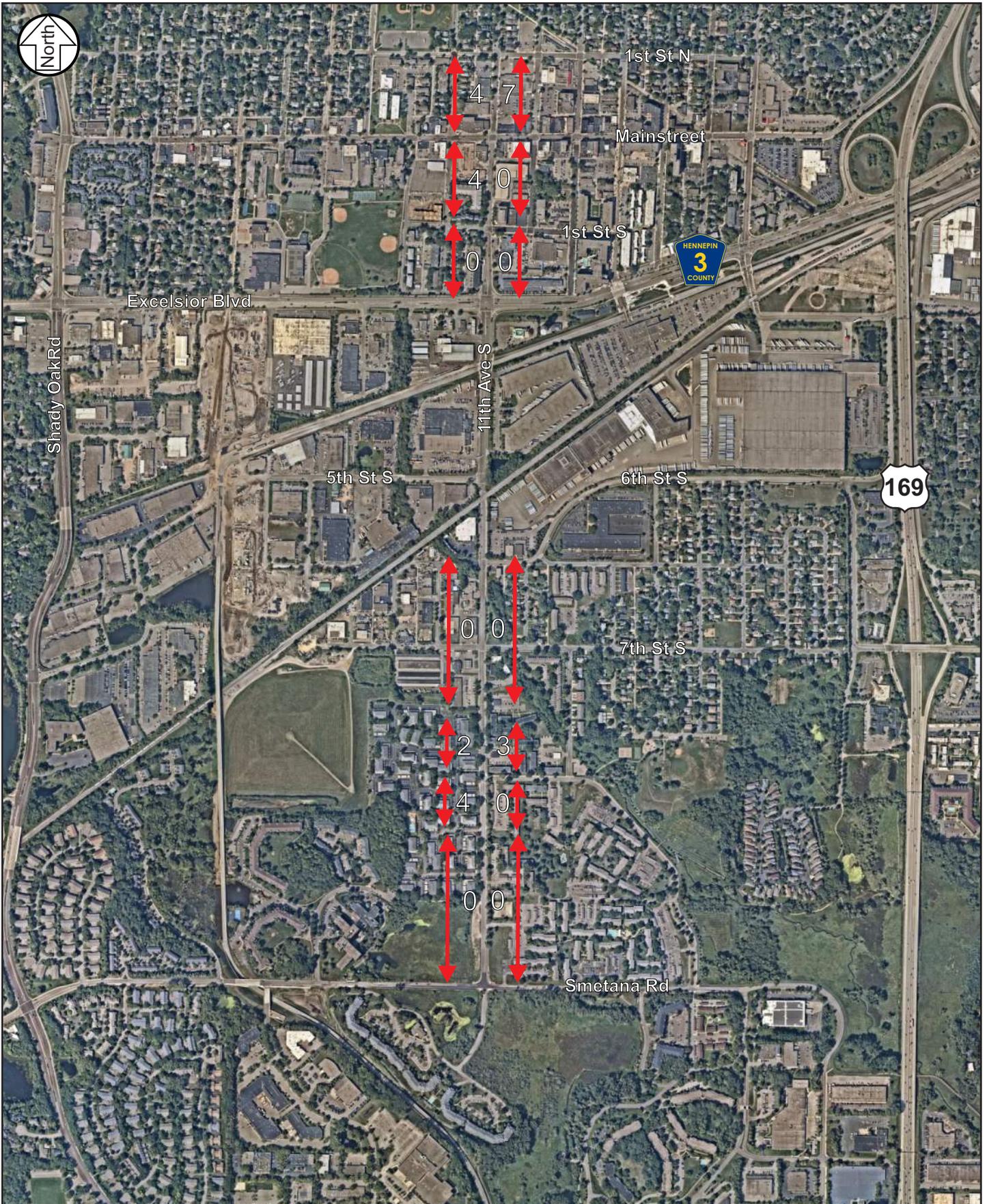
Parking Counts

Parking counts were conducted in April 2024 during the midday peak on a Friday and overnight on a Sunday. The collected parking counts are shown in Figure 3. Note that the parking counts show the maximum number of parked vehicles during all three periods of data collection. Based on the parking surveys, on-street parking along 11th Avenue South is not significantly utilized.



Existing Conditions
 11th Avenue Corridor Planning Study
 City of Hopkins

Figure 2



Transit and Multi Modal Characteristics

The 11th Avenue corridor within the study area is currently serviced by Metro Transit Route 612, which connects to stops in Minneapolis, St. Louis Park, and Minnetonka. In the near future, a METRO Green Line station will be opened approximately one-quarter mile east of 11th Avenue South, just south of Excelsior Boulevard and the Minnesota River Bluffs LRT Regional Trail. The Green Line will provide service from Eden Prairie to St. Paul.

A multi-use trail is located along the east side of 11th Avenue South from Excelsior Boulevard to Smetana Road. There are also multi-use trail connections to both Nine Mile Creek Regional Trail and the Minnesota River Bluffs LRT Regional Trail.

Sidewalk is located along the west side of 11th Avenue South from Mainstreet to 6th Street South and 7th Street South to Wagon Wheel Road; and along the east side of 11th Avenue South from Mainstreet to Excelsior Boulevard.

A detailed review of the existing multi-use trails and sidewalks, driveway access locations, pedestrian crossing locations, curb bump out locations, missing trail/sidewalk connections, and roadway widths along the 11th Avenue South are shown in Figures 4 to 6.

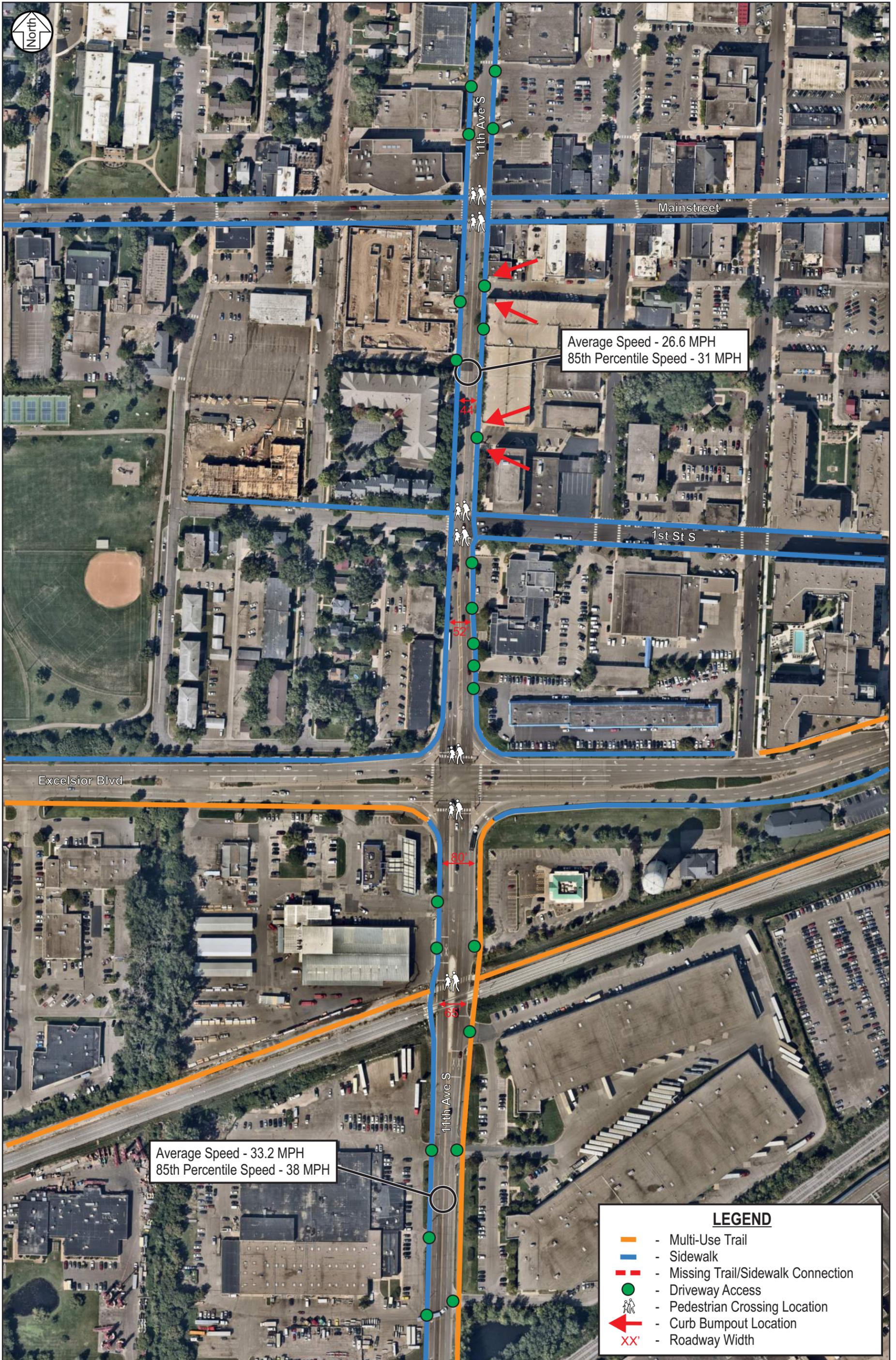
Speed and Daily Volume Data

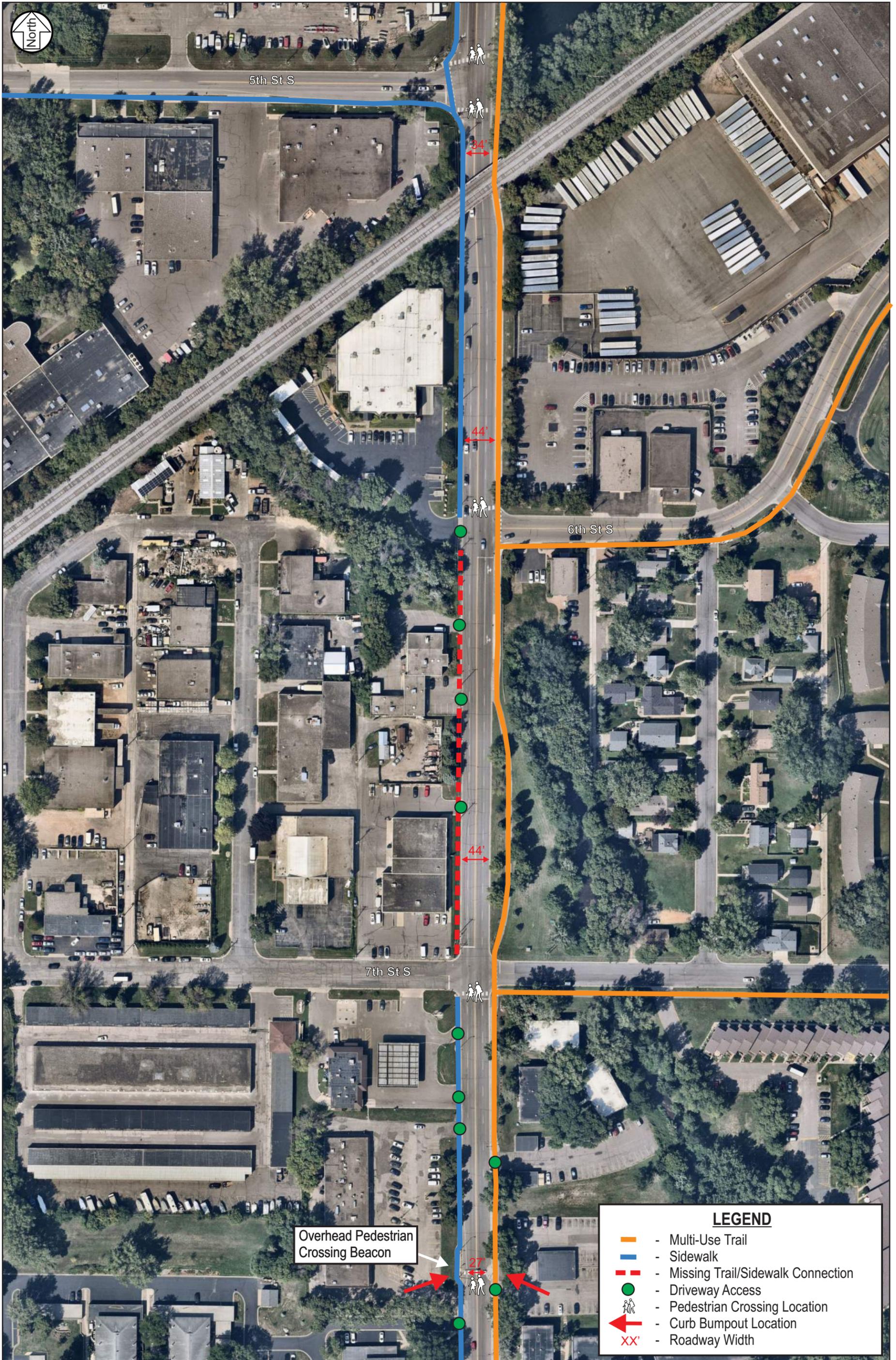
Speed and daily volume data was collected during the week of April 1, 2024, for a 24-hour period at three (3) locations along 11th Avenue South. Currently, 11th Avenue South within the study area is a 30 mile per hour (mph) roadway. Table 2 outlines the existing speed and volume data at the three study locations.

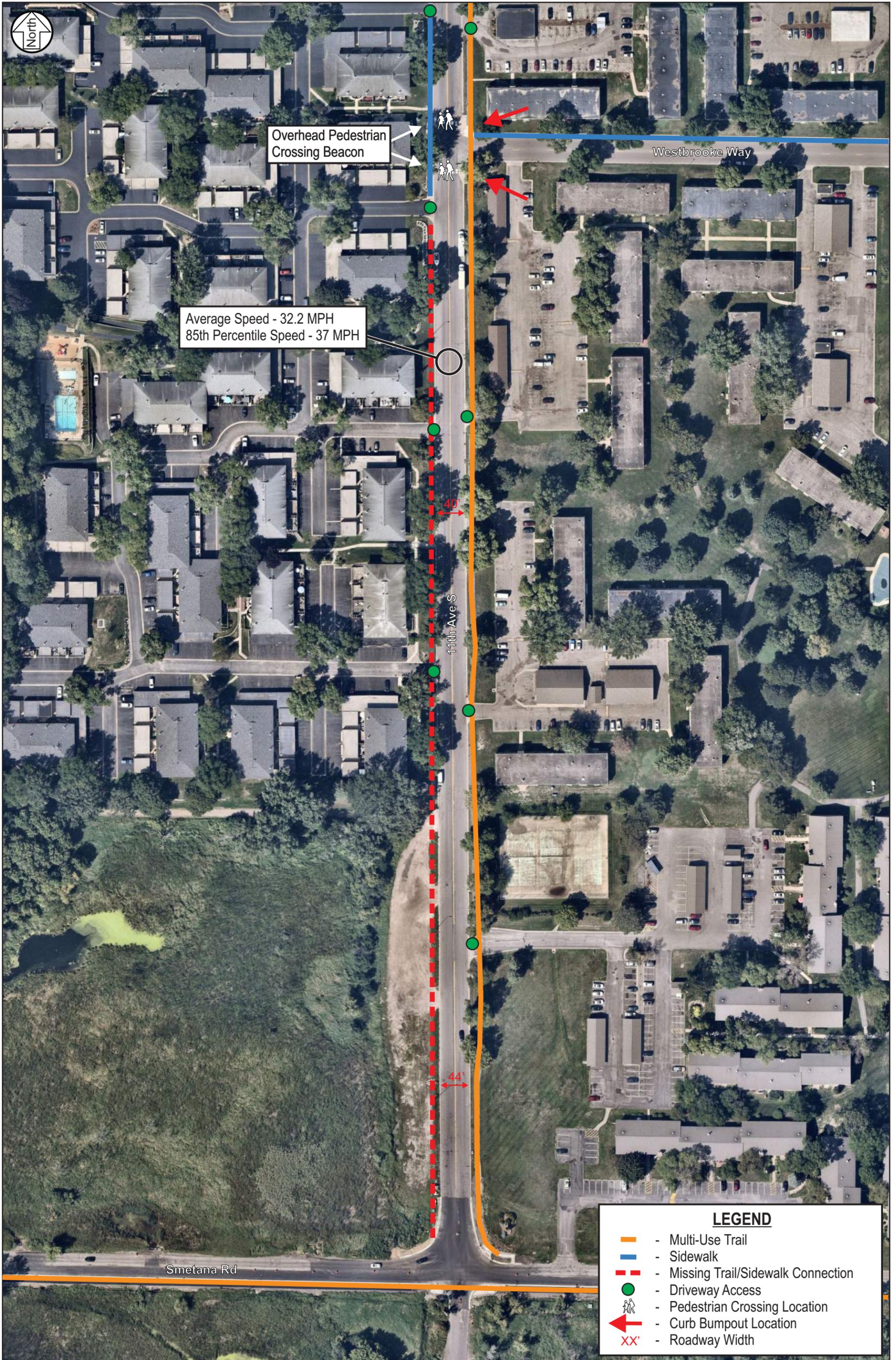
Table 2. Existing Speed and Volume Data

11th Avenue Data Collection Location	Average Speed	85th Percentile Speed	Average Daily Traffic
North of 1st Street S	26.6 MPH	31 MPH	4,730
North of 5th Street S	33.2 MPH	38 MPH	8,575
North of Trailwood Lane N	32.2 MPH	37 MPH	4,660

Based on the results, the average speed at both locations south of Excelsior Boulevard exceed the posted speed limit. The average speed at the location north of Excelsior Boulevard does not exceed the speed limit, however, the 85th percentile does exceed the speed limit at this location.







Intersection Capacity Analysis

An intersection capacity analysis was completed using Synchro/SimTraffic software (version 11) to establish a baseline condition to which potential alternatives could be compared. Capacity analysis results identify a Level of Service (LOS) which indicates how well an intersection is operating. Intersections are graded from LOS A through LOS F. The LOS results are based on average delay per vehicle, which correspond to the delay threshold values shown in Table 3. LOS A indicates the best traffic operation, while LOS F indicates an intersection where demand exceeds capacity. Overall intersection LOS A through LOS D is generally considered acceptable by drivers in the Twin Cities Metropolitan Area.

Table 3. Level of Service Criteria for Signalized Intersections

LOS Designation	Signalized Intersection Average Delay/Vehicle (seconds)	Unsignalized Intersection Average Delay/Vehicle (seconds)
A	≤ 10	≤ 10
B	> 10 - 20	> 10 - 15
C	> 20 - 35	> 15 - 25
D	> 35 - 55	> 25 - 35
E	> 55 - 80	> 35 - 50
F	> 80	> 50

For side-street stop/yield-controlled intersections, special emphasis is given to providing an estimate for the level of service of the side-street approach. Traffic operations at an unsignalized intersection with side-street stop/yield control can be described in two ways. First, consideration is given to the overall intersection level of service. This takes into account the total number of vehicles entering the intersection and the capability of the intersection to support these volumes.

Second, it is important to consider the delay on the minor approach. Since the mainline does not have to stop, the majority of delay is attributed to the side-street approaches. It is typical of intersections with higher mainline traffic volumes to experience high-levels of delay (i.e. poor levels of service) on the side-street approaches, but an acceptable overall intersection level of service during peak hour conditions.

Results of the existing capacity analysis, shown in Table 4, indicate that all study intersections currently operate at an acceptable overall LOS B or better during the a.m. peak hour, and an acceptable overall LOS C or better during the p.m. peak hour, with the existing geometric layout and traffic controls. 95th percentile queues for the northbound shared left/through lane at 1st Street South are approximately 75 feet during the a.m. peak hour and 70 feet during the p.m. peak hour. During the p.m. peak hour, 95th percentile queues for the southbound approaches at 6th Street South and 7th Street South are approximately 105 feet and 90 feet, respectively. The westbound approach at Smetana Road has 95th percentile queues of approximately 75 feet during the p.m. peak hour. There are no existing significant queueing issues within the study area.

Table 4. Existing Intersection Capacity Analysis

11th Avenue Intersection	A.M. Peak Hour		P.M. Peak Hour	
	LOS	Delay	LOS	Delay
Mainstreet ⁽¹⁾	B	13 sec.	B	12 sec.
1st Street S ⁽²⁾	A	8 sec.	A	9 sec.
Excelsior Boulevard ⁽¹⁾	B	18 sec.	C	22 sec.
5th Street S ⁽¹⁾	A	3 sec.	A	5 sec.
6th Street S/Access ⁽²⁾	A	9 sec.	B	11 sec.
7th Street S ⁽²⁾	A	9 sec.	A	9 sec.
Westbrooke Way ⁽³⁾	A/A	9 sec.	A/B	11 sec.
Smetana Road ⁽²⁾	A	9 sec.	A	9 sec.

(1) Indicates a signalized intersection, where the overall LOS is shown. The delay shown represents the overall intersection.

(2) Indicates an unsignalized intersection with all-way stop control, where the overall LOS and delay are shown.

(3) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

Alternative Options

Based on the existing volumes, operations, and pedestrian facilities within the study area, there are options for potential modifications throughout the study area. This includes modifying the roadway section within the right-of-way to reallocate more space for pedestrians and bicyclists, along with filling any gaps. Additionally, crossing improvements were identified for consideration throughout the corridor. There are four (4) distinct areas of the corridor with slightly different needs. These include:

- Smetana Road to Landmark Trail
- Landmark Trail to 5th Street S
- 5th Street S to 1st Street S
- 1st Street S to Main Street

Portions of the segment of 11th Avenue between 5th Street S and 1st Street S have recently been reconstructed as part of the ongoing Green Line Extension project, which included an enhanced pedestrian crossing just north of the LRT tracks. Additionally, the lanes within the area are generally needed to accommodate the traffic volumes and queues at the Excelsior Boulevard intersection. Therefore, no modifications are proposed for this area.

Smetana Road to Landmark Trail

This segment of 11th Avenue is currently a two (2) lane roadway that is approximately 44 feet wide and no painted shoulders. There is an enhanced pedestrian crossing at Westbrooke Way with an overhead flashing beacon and curb extensions (east side of roadway only). Average and 85th percentile travel speeds along the corridor exceed the posted speed limit.

There was minimal parking observed along the corridor, with six (6) vehicles parked on the west side and three (3) vehicles on the east side at their highest peak demand periods.

Based on this information, the following options could be considered:

- **2 Lane (South of Westbrooke Way) – Option 1**
 - 12 foot lanes
 - add 6 foot sidewalk on west side south of Westbrooke Way with 2 foot boulevard
 - 4 foot shoulder (west side, south of Westbrooke Way)
 - 8 foot shoulder (east side)
- **2 Lane (South of Westbrooke Way) – Option 2**
 - 12 foot lanes
 - add 6 foot sidewalk on west side south of Westbrooke Way with 2 foot boulevard
 - 3 foot shoulder (west side, south of Westbrooke Way)
 - 3 foot shoulder (east side)
 - 6 foot boulevard (east side)
- **2 Lane (North of Westbrooke Way) – Option 1**
 - 12 foot lanes
 - 10 foot shoulders
- **2 Lane (North of Westbrooke Way) – Option 2**
 - 12 foot lanes
 - 4 foot shoulders
 - 6 foot boulevards
- **3 Lane (37 to 41 feet wide)**
 - 12 foot lanes
 - 4 foot shoulders, no parking

It is recommended to enhance the pedestrian crossing at Westbrooke Way with curb extensions on both sides of the roadway and push button activated rectangular rapid flashing beacons (RRFB). Additionally, a new pedestrian crossing located at the trail connection between the Raspberry Woods townhomes and 11th Avenue is recommended to include curb extensions. A RRFB could be considered at this location, if desired. Note, there is not a sidewalk or trail along the west side of 11th Avenue between approximately Westbrooke Way and Smetana Road. It is recommended to install a sidewalk connection between Westbrooke Way and the trail to the Raspberry Woods townhomes along the west side of the roadway. Additional sidewalk or trail to Smetana Road could be considered in the future if additional trail/sidewalk connections are constructed. Given the wetland conditions within the area, it may not be feasible for those connections to be made.

Based on the sidewalk/trail needs on the west side of the roadway, it is recommended that either 2 lane roadway configurations be considered for 11th Avenue between Smetana Road and Landmark Trail. The reduced roadway space will allow for the sidewalk/trail connection on the west side of the roadway without requiring additional right-of-way and for safer pedestrian crossings. The current roadway configuration allows for high travel speeds and accommodates significantly more on-street parking than is necessary. It is not expected that a 3 lane roadway configuration will be necessary from an operations perspective, as sufficient gaps are available for left-turning vehicles. Given the recommended 2 lane configuration, it is not expected that traffic would operate any differently from a delay or queueing perspective. A layout the two configurations is shown in Figures 7 and 8. Additionally, a Streetmix layout is included as an attachment.

Landmark Trail to 5th Street S

This segment of 11th Avenue is currently a two (2) lane roadway near Landmark Trail and the pedestrian crossing then expands to a 4 lane section near the shopping center to 5th Street S. The roadway is approximately 44 feet wide and currently travel speeds can exceed the speed limit. There is an enhanced pedestrian crossing north of Landmark Trail at the shopping center with an overhead flashing beacon and curb extensions (east side of roadway only).

There was no on-street parking allowed within this segment of the roadway. This segment of 11th Avenue passes underneath the railroad bridge immediately south of 5th Street S. Note, the intersections at 7th Street S and 6th Street S are all-way stop controlled and the intersection at 5th Street S is signalized.

There is sidewalk on both sides of the roadway between Landmark Trail and 7th Street S and 6th Street S to 5th Street S. Between 7th Street S and 6th Street S, there is trail (Nine Mile Creek Regional Trail) only on the east side of the roadway. Three Rivers Park District is currently reviewing options to replace the sidewalk on the east side of 11th Avenue between 7th Street S and 5th Street S to a 10 foot wide trail segment with boulevards. This trail expansion/connection would require modifying the roadway cross section and reducing travel lanes. Based on this desire, it is unlikely the current 4 lane roadway layout could remain.

Therefore, based on this information, the following general roadway geometric options could be considered:

- 2 Lane – 12 foot lanes, 4 foot shoulders – No Parking
- 2 Lane with Parking one side – 12 foot lanes, 8 foot parking lane (one side), 4 foot shoulder (one side)
- 3 Lane – 12 foot lanes– No Parking, center left-turn lane, 4 foot shoulders



Add curb extension on west side and replace overhead beacon with RRFB

Tighten 11th Avenue either with moving curbs in or striping shoulders and fill sidewalk gap on west side

Add curb extensions and consider installation of RRFB at new trail crossing

Westbrooke Way

Smetana Road



It is anticipated that the enhanced pedestrian crossing just north of Landmark Trail would remain in that location, however, a formal curb extension on both sides of the roadway is recommended to be constructed, along with replacing the overhead flashing beacon with a push button activated RRFB.. If feasible, it is recommended to fill in the sidewalk gap along 11th Avenue between 6th Street S and 7th Street S. This would allow a pedestrian crossing on the south side of the 6th Street S intersection, which would have fewer left-turning vehicles conflicts and is located on the approach where pedestrians are ultimate destined given the residential land uses to the southeast of the intersection. If a 3 lane configuration was desired, there is potential that the pedestrian crossing on the south approach of the 6th Street S intersection could include a median refuge given the low northbound left-turning volumes. In addition to the lane modifications, there could be consideration of modifying the traffic control at the 7th Street S, 6th Street S, and 5th Street S intersections. The 7th Street S and 6th Street S intersections could potentially be modified to a side-street stop control, while the 5th Street S intersection could be modified to either an all-way stop or side-street stop control. A review of the potential operational changes is shown in Table 5 for the various lane and traffic control scenarios.

Table 5. Alternative Traffic Control and Lane Geometry Intersection Capacity Analysis – 7th Street S to 5th Street S

11th Avenue Intersection	Alternative	A.M. Peak Hour		P.M. Peak Hour	
		LOS	Delay	LOS	Delay
5th Street S	Existing ⁽¹⁾	A	3 sec.	A	5 sec.
	Signal - 3 Lane ⁽¹⁾	A	4 sec.	A	6 sec.
	Signal - 2 Lane ⁽¹⁾	A	3 sec.	A	5 sec.
	AWSC - 3 Lane ⁽²⁾	B	11 sec.	B	15 sec.
	AWSC - 2 Lane ⁽²⁾	B	12 sec.	B	15 sec.
	SSSC - 3 Lane ⁽³⁾	A/B	14 sec.	A/C	15 sec.
	SSSC - 2 Lane ⁽³⁾	A/B	14 sec.	A/C	15 sec.
6th Street S	Existing ⁽²⁾	A	9 sec.	B	10 sec.
	AWSC - 3 Lane ⁽²⁾	B	11 sec.	B	13 sec.
	AWSC - 2 Lane ⁽²⁾	B	10 sec.	B	13 sec.
	SSSC - 3 Lane ⁽³⁾	A/B	13 sec.	A/C	21 sec.
	SSSC - 2 Lane ⁽³⁾	A/B	13 sec.	A/C	22 sec.
7th Street S	Existing ⁽²⁾	A	9 sec.	B	10 sec.
	AWSC - 3 Lane ⁽²⁾	B	10 sec.	B	12 sec.
	AWSC - 2 Lane ⁽²⁾	B	10 sec.	B	11 sec.
	SSSC - 3 Lane ⁽³⁾	A/B	13 sec.	A/C	18 sec.
	SSSC - 2 Lane ⁽³⁾	A/B	13 sec.	A/C	18 sec.

(1) Indicates a signalized intersection, where the overall LOS is shown. The delay shown represents the overall intersection.

(2) Indicates an unsignalized intersection with all-way stop control, where the overall LOS and delay are shown.

(3) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

It is expected that all of the geometric or traffic control modification scenarios will allow for acceptable operations. However, additional considerations are given at the study intersections. At the 5th Street S intersection, there may be sight distance issues for eastbound vehicles due to the railroad bridge. Additionally, there may be considerations for heavy vehicles at this intersection given their need for larger gaps in traffic. A detailed Intersection Control Evaluation (ICE) report may be needed to formally determine the appropriate traffic control at the intersection.

At the 6th Street S intersection, it is expected that the current all-way stop control is not needed for efficient traffic operations. This intersection may be able to be reduced to a side-street stop control. At the 7th Street S intersection, a modification to a side-street stop control could be considered, however, given the pedestrian crossings and land uses surrounding the intersection, the all-way stop control may be best suited for the intersection for safe pedestrian crossings and safe and efficient heavy vehicle maneuvers.

From a geometric perspective, the segment of 11th Avenue between Landmark Trail and 5th Street is likely best suited for a 3 lane roadway with numerous public roadway and business accesses, including a shopping center and gas station. This includes one lane in each direction and a center left-turn lane. This layout would also best accommodate the proposed trail connection for the Nine Mile Creek Trail with Three Rivers Park District. There is not currently an observed need for parking along this stretch of the corridor, given the land uses have ample parking available. Therefore, there could be a lane reduction, which will allow for expansion of the trail segments, the filling of sidewalk gaps, safer pedestrian crossing due to reduced crossing distances and removing multi-threats, and traffic calming. A layout of this segment of 11th Avenue is shown in Figure 9. Additionally, a Streetmix layout is attached.

1st Street S to Mainstreet

This segment of 11th Avenue is currently a 4 lane section with two (2) northbound lanes (one northbound lane traps into a northbound right-turn lane at Mainstreet) and one (1) southbound lane and a southbound parking lane. The roadway is approximately 42 to 44 feet wide. The intersection at 1st Street S is all-way stop controlled and the intersection at Mainstreet is signalized. There is sidewalk on both sides of the roadway, however, on the east side of the roadway, there are light posts within the sidewalk area, which also carries a heavy pedestrian volume. During the peak demand time, there were four (4) cars parked on the west side of the roadway. Note, a residential development is currently being constructed on the west side of the roadway and it is expected that the primary garage access will be along 11th Avenue between 1st Street S and Mainstreet. Additionally, a large public parking facility is located on the east side of the roadway with an entrance along 11th Avenue.

Therefore, based on this information, the following general roadway geometric options could be considered:

- 2 Lane –12 foot lanes, 4 foot shoulders – No Parking, add sidewalk on east side
- 2 Lane with Parking one side – 12 foot lanes, 8 foot parking lane, 2 to 4 foot shoulder, add sidewalk on east side
- 3 Lane –12 foot lanes– No Parking, center left-turn lane, add sidewalk on east side



In addition to the lane modifications, there could be consideration of modifying the traffic control at the 1st Street S intersection to a side-street stop control. An intersection capacity analysis was completed to compare the operations between these traffic control and geometric alternatives and is shown in Table 6. It is expected that all of the geometric or traffic control modification scenarios will allow for acceptable operations, however, the all-way stop control at the 1st Street S intersection may continue to be considered to allow for safe pedestrian movements, given the proximity to downtown Hopkins and City Hall.

Table 6. Alternative Traffic Control and Lane Geometry Intersection Capacity Analysis – 1st Street S to Mainstreet

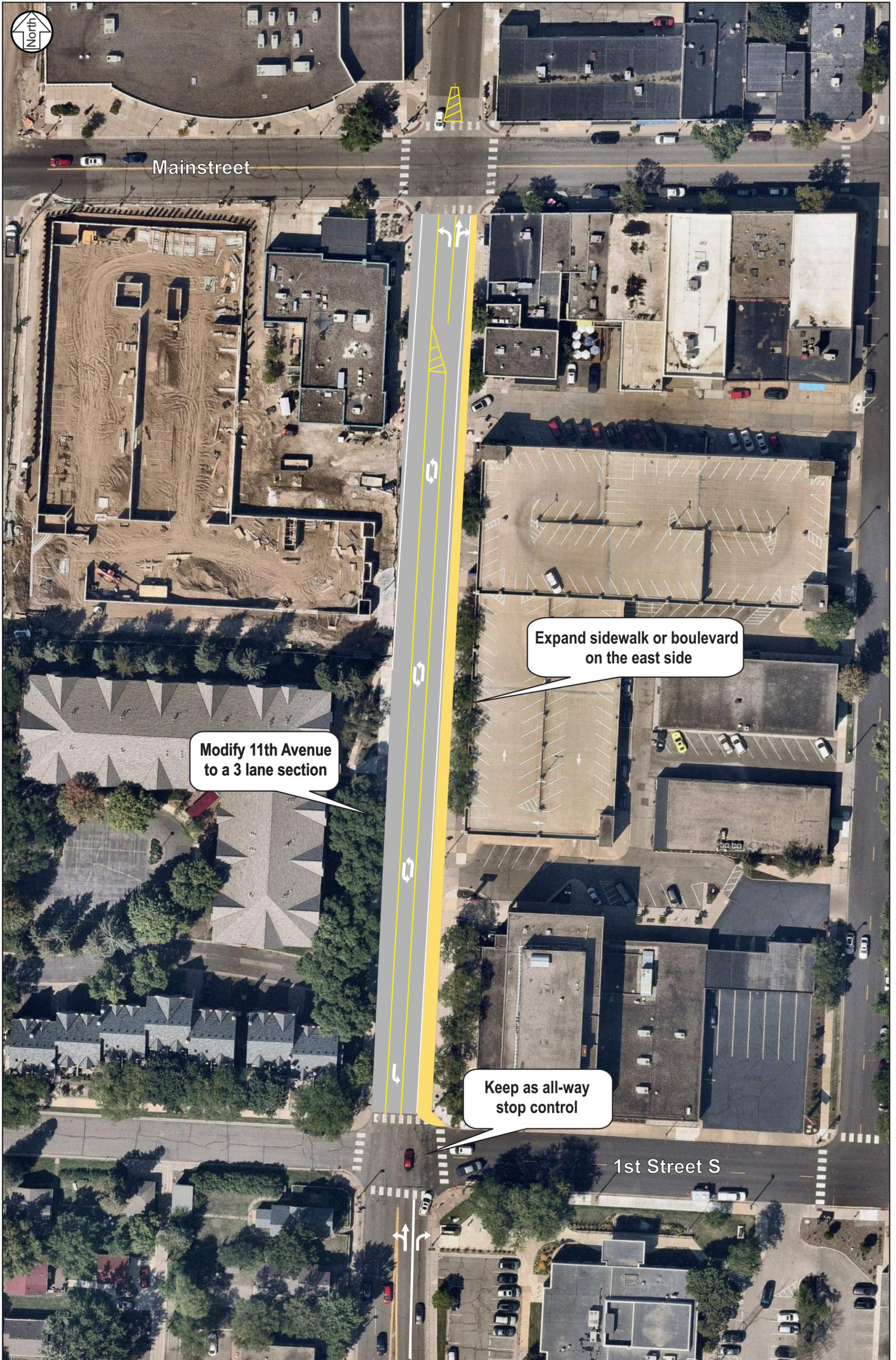
11th Avenue Intersection	Alternative	A.M. Peak Hour		P.M. Peak Hour	
		LOS	Delay	LOS	Delay
Mainstreet	Existing ⁽¹⁾	B	13 sec.	B	12 sec.
	Signal - 3 Lane ⁽¹⁾	B	13 sec.	B	12 sec.
	Signal - 2 Lane ⁽¹⁾	B	13 sec.	B	12 sec.
1st Street S	Existing ⁽²⁾	A	8 sec.	A	9 sec.
	AWSC - 3 Lane ⁽²⁾	A	8 sec.	A/B	10 sec.
	AWSC - 2 Lane ⁽²⁾	A	8 sec.	A/B	10 sec.
	SSSC - 3 Lane ⁽³⁾	A/B	12 sec.	A/C	15 sec.
	SSSC - 2 Lane ⁽³⁾	A/B	12 sec.	A/C	15 sec.

(4) Indicates a signalized intersection, where the overall LOS is shown. The delay shown represents the overall intersection.

(5) Indicates an unsignalized intersection with all-way stop control, where the overall LOS and delay are shown.

(6) Indicates an unsignalized intersection with side-street stop control, where the overall LOS is shown followed by the worst approach LOS. The delay shown represents the worst side-street approach delay.

Given the apartment access and the public parking facility access, a 3 lane section between 1st Street S and Mainstreet may provide for the safest and most efficient roadway design within this segment. The center left-turn lane will remove turning conflicts. Based on the existing parking counts, there is minimal parking demand along this segment of roadway, and that parking demand can be accommodated either north of the intersection along Mainstreet or 11th Avenue or within the public parking facility on the east side of the roadway. The reduction in lanes will allow for expanded sidewalk areas or boulevards to be installed to improve the pedestrian facilities. The recommended roadway layout is shown in Figure 10. Additionally, a Streetmix layout is attached.



Costs

A conservative, planning level estimate for the potential item costs to complete the roadway modifications is broken down in the following estimate:

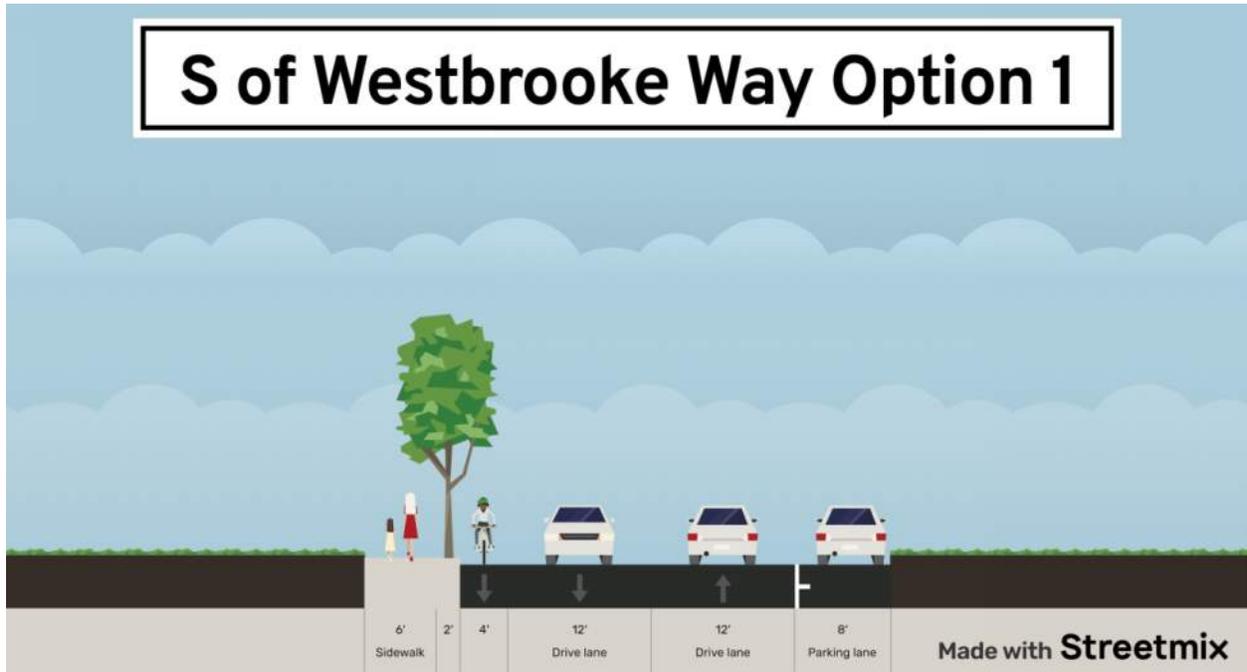
RRFB Systems - \$25,000 each, depending on power type, the cost could rise, however, power should already be available.

Curb Extension – Approximately \$25 to 50,000 each, depending on size.

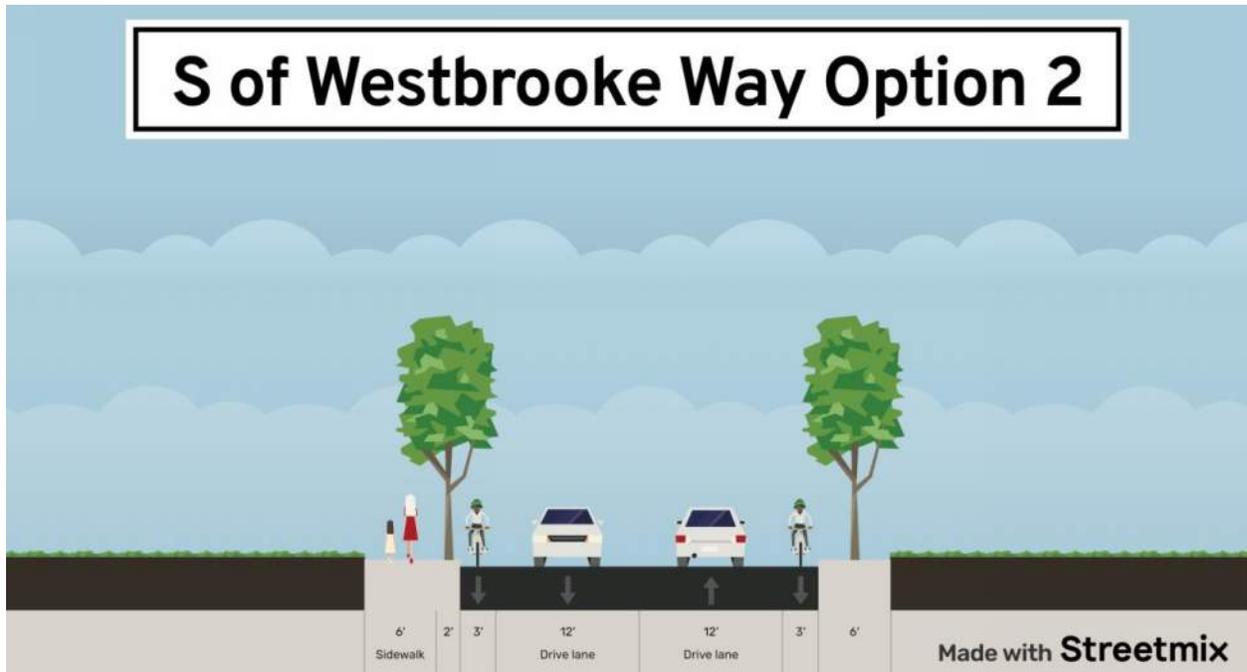
Cost per foot of sidewalk – approximately \$12 to \$15/square foot.

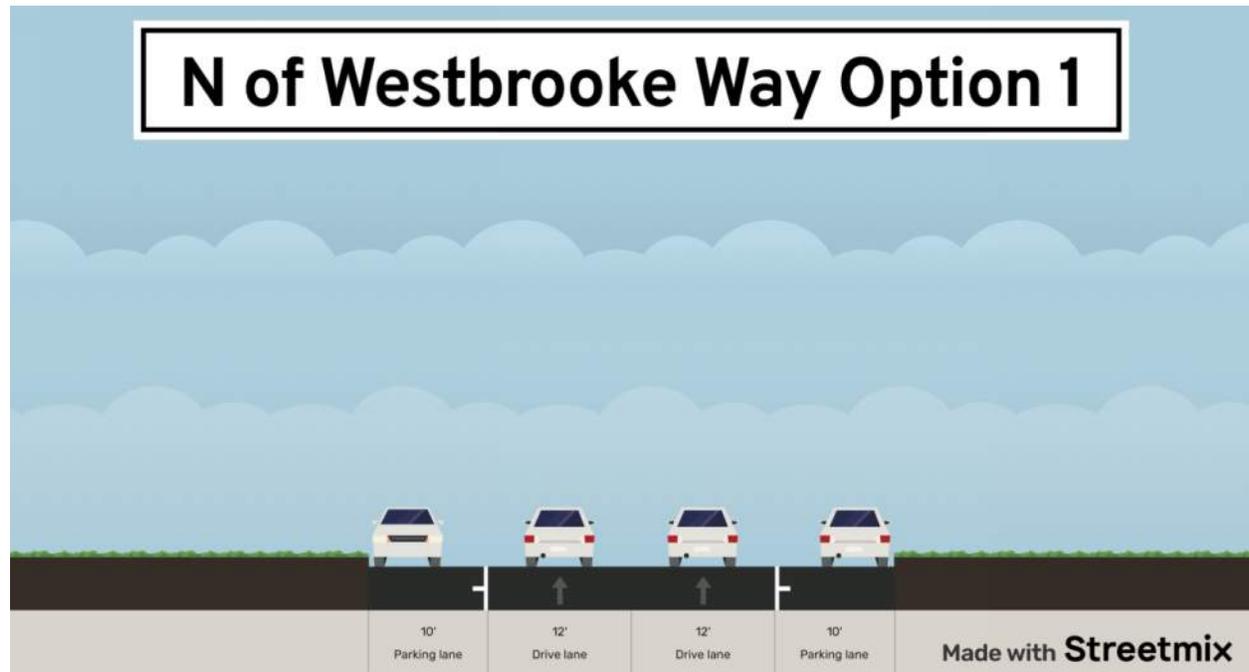
Cost per foot of curb reconstruction: approximately \$8/linear foot to remove + \$45/linear foot to reconstruct

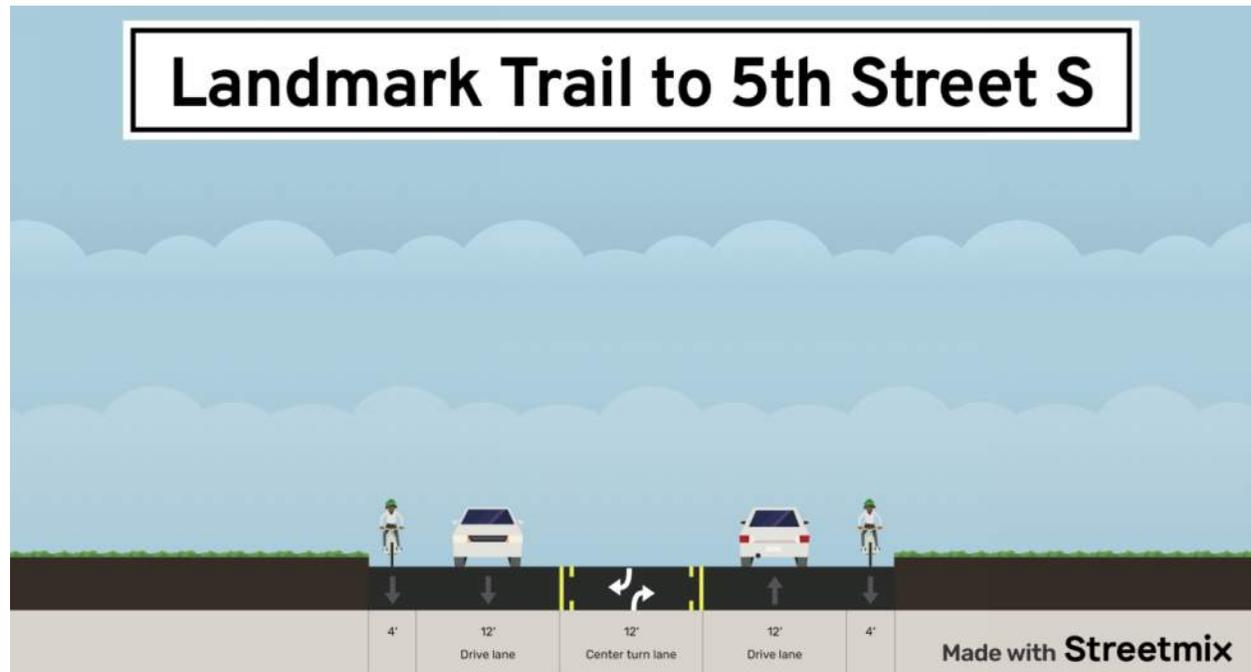
S of Westbrooke Way Option 1

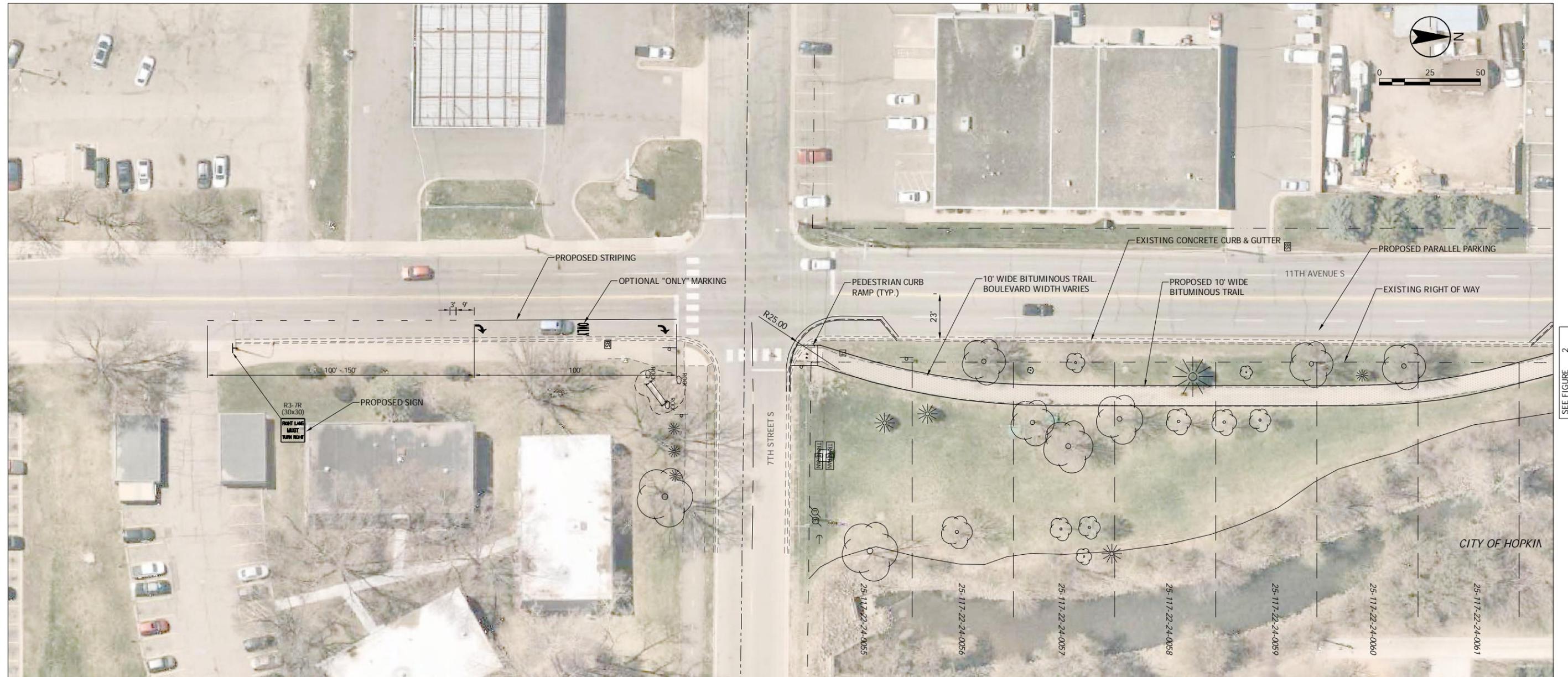


S of Westbrooke Way Option 2





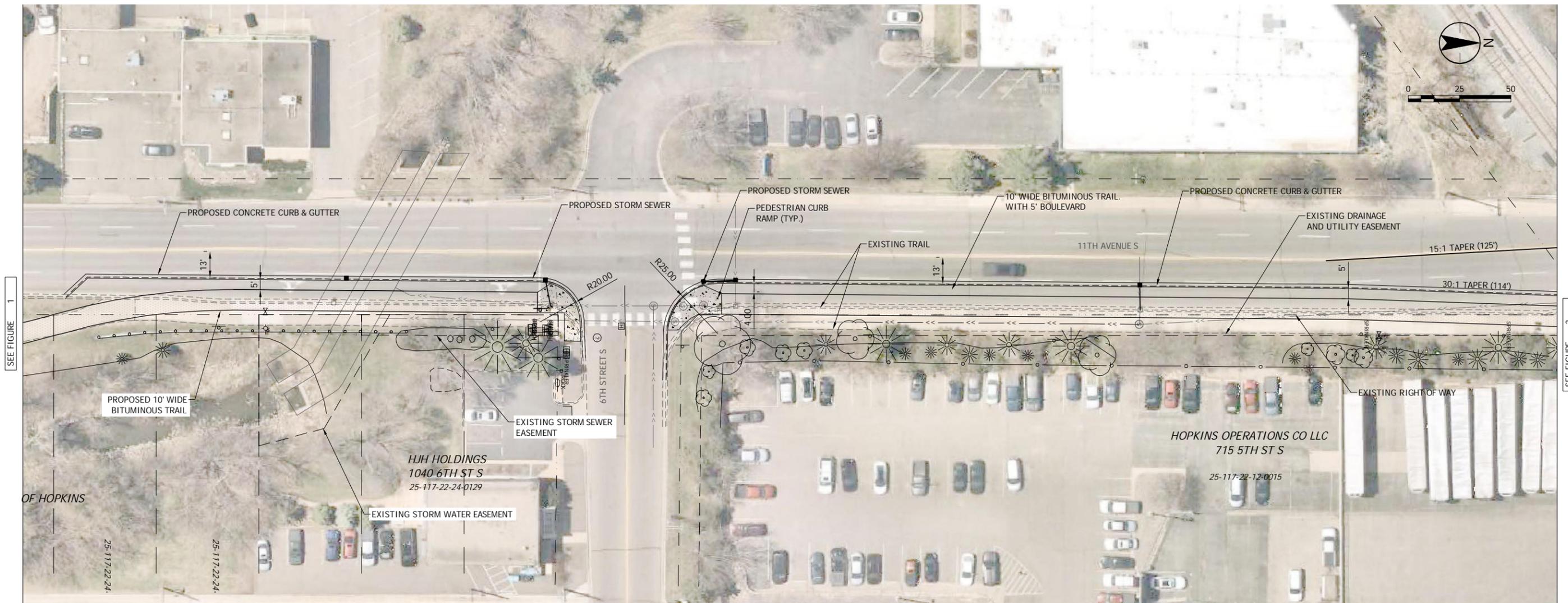




CONCEPT PLAN - OPTION 2 (ELIMINATE EASTERLY NORTHBOUND LANE)

THREE RIVERS PARK DISTRICT
 NINE MILE REGIONAL TRAIL

FIGURE 1



SEE FIGURE 1

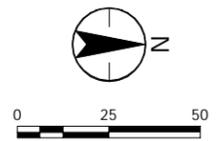
SEE FIGURE 3

CONCEPT PLAN - OPTION 2 (ELIMINATE EASTERLY NORTHBOUND LANE)

THREE RIVERS PARK DISTRICT
 NINE MILE REGIONAL TRAIL

FIGURE 2





SEE FIGURE 3

CONCEPT PLAN - OPTION 2 (ELIMINATE EASTERLY NORTHBOUND LANE)

THREE RIVERS PARK DISTRICT
NINE MILE REGIONAL TRAIL

FIGURE 4



**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 3, 2024**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins City Council was held on Tuesday, September 3, 2024, at 6:31 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Mayor Hanlon called the meeting to order with Council Members Garrido, Goodlund, Hunke, and Kuznia attending. Others attending included City Manager Mornson, Assistant City Manager Casella, Deputy City Clerk Baker, Director of Planning and Economic Development Elverum, Planner Krzos, Director of Public Works Autio, City Engineer Klingbeil, Finance Director Bishop, and City Attorney Riggs.

ADOPT AGENDA

Motion by Hunke. **Second** by Garrido.

Motion to Adopt the Agenda.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia
Nays: None. Motion carried.

CONSENT AGENDA

Motion by Hunke. **Second** by Goodlund.

Motion to Approve the Consent Agenda.

1. Minutes of the August 20, 2024, Regular Meeting Proceedings
2. Ratify Checks Issued in August, 2024; Bishop
3. Second Reading: Ordinance 2024-1211 Amending the Hopkins Development Code; Krzos

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia
Nays: None. Motion carried.

NEW BUSINESS

VII.1. First Reading: Ordinance 2024-1214 Rezoning 100 Jackson Ave. N.; Krzos

City Planner Krzos summarized City Council Report 2024-104. Cargill Incorporated, the property owner of 100 Jackson Ave N, requested a Zoning Map Amendment (Rezoning). The request would rezone the subject property to RX-TOD to facilitate an administratively processed lot combination of the two parcels.

Motion by Hunke. **Second** by Kuznia.

Motion to Adopt Resolution 2024-054 Approving a first reading of Ordinance 2024-1214 Rezoning 100 Jackson Ave N from IX-S with a Planned Unit Development to RX-TOD with a Planned Unit Development.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia
Nays: None. Motion carried.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 3, 2024**

VII.2. Central Avenues Improvements Scoping Study – City Project 2024-10; Klingbeil

City Engineer Klingbeil and Nick Amatuccio with Bolton and Menk provided the results of the topographic survey and the scoping study for the Central Avenues Phase 2 Improvements. Council reached a general consensus that Option A was preferable based on cost and timeframe.

VII.3. Resolution Approving the Proposed 2025 Tax Levy, Proposed 2025 General Fund Budget and Setting Budget Meeting Date; Bishop

Finance Director Bishop summarized City Council Report 2024-099. The city is required to certify a proposed tax levy and submit it to Hennepin County by September 30, 2024. The budget hearing is scheduled for December 2, 2024, at 6:30 p.m.

Motion by Hunke. **Second** by Garrido.

Motion to Approve Resolution 2024-051 Approving the Proposed 2025 Tax Levy, Setting Debt Service Levels at Amounts Under Those Required in the Bond Documents, Approving the Proposed 2025 Budget and Setting the Budget Meeting Date.

Ayes: Garrido, Hanlon, Hunke, Kuznia

Nays: Goodlund. **Motion carried.**

VII.4. Resolution Approving the Proposed 2025 HRA/EDA Tax Levy; Bishop

Finance Director Bishop summarized City Council Report 2024-106. The city is required to certify a proposed tax levy and submit it to Hennepin County by September 30, 2024.

Motion by Garrido. **Second** by Kuznia.

Motion to Approve Resolution 2024-055 Approving the Proposed 2025 HRA/EDA Tax Levy.

Ayes: Garrido, Goodlund, Hanlon, Hunke, Kuznia

Nays: None. **Motion carried.**

PUBLIC COMMENT

Jean Hammond, 338 8th Avenue N, expressed her disappointment in the Council's handling of City finances.

ANNOUNCEMENTS

Mayor Hanlon shared the City Council meeting schedule.

ADJOURNMENT

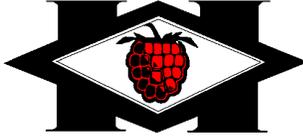
There being no further business to come before the City Council, and upon a motion by Hunke, second by Garrido, the meeting was unanimously adjourned at 7:50 p.m.

**HOPKINS CITY COUNCIL
REGULAR MEETING PROCEEDINGS
SEPTEMBER 3, 2024**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "D. Baker", with a horizontal line extending to the right.

David Baker, Deputy City Clerk



CITY OF HOPKINS

City Council Report 2024-111

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Ryan Krzos, City Planner

Date: September 10, 2024

Subject: Second Reading of an Ordinance Rezoning 100 Jackson Ave N

RECOMMENDED ACTION

MOTION TO Adopt for second reading, Ordinance 2024-1214 Rezoning 100 Jackson Ave N from IX-S with a Planned Unit Development to RX-TOD with a Planned Unit Development.

OVERVIEW

Ordinance 2024-1214 is unchanged from the first reading conducted at the September 3, 2024 City Council Meeting. The ordinance would rezone the subject property from IX-S to RX-TOD with the Planned Unit Development from the Excelsior Crossings redevelopment in effect. The Zoning Map Amendment facilitate an administratively processed lot combination of the subject site and an adjoining 0.52 undeveloped lot. No modifications to the site or use are proposed in conjunction with this request. Any future development of the subject property would require City review of a site plan approval request.

SUPPORTING INFORMATION

- Ordinance 2024-1214 Rezoning 100 Jackson Ave N from IX-S with a Planned Unit Development to RX-TOD with a Planned Unit Development.

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE 2024-1214

AN ORDINANCE REZONING THE PROPERTY AT 100 JACKSON AVE N (WITH PID 19-117-21-31-0069) FROM IX-S, EMPLOYMENT MIX SUBURBAN CENTER WITH A PLANNED UNIT DEVELOPMENT TO RX-TOD, RESIDENTIAL-OFFICE MIX TOD CENTER WITH A PLANNED UNIT DEVELOPMENT

THE COUNCIL OF THE CITY OF HOPKINS DOES HEREBY ORDAIN AS FOLLOWS:

1. That the following described premises is hereby rezoned from IX-S, Employment Mix Suburban Center with a Planned Unit Development to RX-TOD, Residential-Office Mix Transit Oriented Development Center with a Planned Unit Development.
2. The property to be rezoned is legally described in Exhibit A.

First Reading:	September 3, 2024
Second Reading:	September 10, 2024
Date of Publication:	September 19, 2024
Date Ordinance Takes Effect:	September 19, 2024

ATTEST:

Patrick Hanlon, Mayor

Amy Domeier, City Clerk

Exhibit A
Legal Description of Subject Parcel

That part of Lot 3, Block 1, Excelsior Crossings 2nd Addition, embraced within the following described three parcels:

(1) Lot 3, Block 1, Excelsior Crossings

(2) Lots 1 and 10, Block 13, West Minneapolis Center, and the vacated North and South alley in said Block 13; and Lots 14 and 15, except the East 16 feet of Lots 14 and 15, Block 4, West Minneapolis Center, and that part of vacated First Street North, dedicated in West Minneapolis Center, lying between the Southerly extensions across it of the West line of the East 16.00 feet of Lot 14 and the West line of Lot 14 in Block 4, West Minneapolis Center and that part of the South Half of vacated First Street North, dedicated in the plat of West Minneapolis Center, lying easterly of the southerly extension of the west line of the East 16 feet of Lot 14, Block 4, said plat, and westerly of a line drawn from the southeast corner of Lot 13, said block, to the most northerly northwest corner of Parcel 34C, City of Hopkins Highway Right-of-Way Plat No. 1

(3) That part of vacated 1st Street North, dedicated in the plat of Excelsior Crossings, described as beginning at the northwest corner of Lot 4, Block 1, said plat: thence on an assumed bearing of South 87 degrees 31 minutes 58 seconds East, along the north line of said Lot 4, a distance of 17.50 feet; thence North 43 degrees 53 minutes 44 seconds West a distance of 15.57 feet to the west line of said 1st Street North: thence South 32 degrees 35 minutes 57 seconds West, along said west line of 1st Street North, a distance of 12.42 feet to the point of beginning.

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

ORDINANCE 2024-1214

AN ORDINANCE REZONING THE PROPERTY AT 100 JACKSON AVE N (WITH PID 19-117-21-31-0069) FROM IX-S, EMPLOYMENT MIX SUBURBAN CENTER WITH A PLANNED UNIT DEVELOPMENT TO RX-TOD, RESIDENTIAL-OFFICE MIX TOD CENTER WITH A PLANNED UNIT DEVELOPMENT

THE COUNCIL OF THE CITY OF HOPKINS DOES HEREBY ORDAIN AS FOLLOWS:

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Date of Publication:	September 19, 2024
Date Ordinance Takes Effect:	September 19, 2024

ATTEST:

Patrick Hanlon, Mayor

Amy Domeier, City Clerk

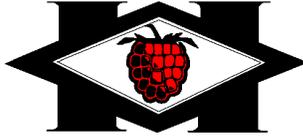
Exhibit A
Legal Description of Subject Parcel

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(1) Lot 3, Block 1, Excelsior Crossings

(2) Lots 1 and 10, Block 13, West Minneapolis Center, and the vacated North and South alley in said Block 13; and Lots 14 and 15, except the East 16 feet of Lots 14 and 15, Block 4, West Minneapolis Center, and that part of vacated First Street North, dedicated in West Minneapolis Center, lying between the Southerly extensions across it of the West line of the East 16.00 feet of Lot 14 and the West line of Lot 14 in Block 4, West Minneapolis Center and that part of the South Half of vacated First Street North, dedicated in the plat of West Minneapolis Center, lying easterly of the southerly extension of the west line of the East 16 feet of Lot 14, Block 4, said plat, and westerly of a line drawn from the southeast corner of Lot 13, said block, to the most northerly northwest corner of Parcel 34C, City of Hopkins Highway Right-of-Way Plat No. 1

(3) That part of vacated 1st Street North, dedicated in the plat of Excelsior Crossings, described as beginning at the northwest corner of Lot 4, Block 1, said plat: thence on an assumed bearing of South 87 degrees 31 minutes 58 seconds East, along the north line of said Lot 4, a distance of 17.50 feet; thence North 43 degrees 53 minutes 44 seconds West a distance of 15.57 feet to the west line of said 1st Street North: thence South 32 degrees 35 minutes 57 seconds West, along said west line of 1st Street North, a distance of 12.42 feet to the point of beginning.



Administration

CITY OF HOPKINS

City Council Report 2024-110

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: PeggySue Imihy, AICP – Special Projects and Initiatives Manger

Date: September 10, 2024

Subject: Award Contract for Central Park Master Plan and Pavilion Feasibility Study

RECOMMENDED ACTION

MOTION TO AWARD CONTRACT WITH BOLTON AND MENK NOT TO EXCEED \$291,724 FOR A CENTRAL PARK MASTER PLAN AND PAVILION FEASIBILITY STUDY.

OVERVIEW

Following the [update made at the August 20, 2024](#), Council Meeting regarding the Park System Master Plan and Central Park Project, Staff seeks the awarding of a contract to Bolton and Menk and their subconsultants for the Central Park and Pavilion projects.

As discussed at the August 20th meeting, this project would provide design and construction documents for the renovation of Central Park and a study to understand the feasibility of a future expansion of the Hopkins Pavilion. This also includes a significant evaluation of the soil conditions and potential contamination through the park from previous illegal dumping activities. This project would be done in partnership with the Nine Mile Creek Watershed District (NMCWD) who has offered to contribute both staff capacity and funding to the project.

The total cost of the initial design and feasibility is \$291,724 which will be paid with park dedication fees and a \$50,000 contribution from NMCWD. The City currently has \$526,100 in restricted park dedication funds which can be allocated to this project. Final Design and Construction will come before the City Council following this phase, likely in 2026. For project construction staff will be seeking all available grant and partnership opportunities through the County, State and other partners.

SUPPORTING INFORMATION

- Professional Services Agreement with Bolton and Menk

AGREEMENT FOR PROFESSIONAL SERVICES

CENTRAL PARK IMPROVEMENTS & PAVILION EXPANSION FEASIBILITY

CITY OF HOPKINS, MINNESOTA

This Agreement, made this 10th day of September 2024, by and between CITY OF HOPKINS, 1010 1st St S, Hopkins, MN 55343, hereinafter referred to as CLIENT, and BOLTON & MENK, INC., 12224 Nicollet Avenue, Burnsville, MN 55337, hereinafter referred to as CONSULTANT.

WITNESS, whereas the CLIENT requires professional services in conjunction with the CENTRAL PARK IMPROVEMENTS & PAVILION EXPANSION FEASIBILITY and whereas the CONSULTANT agrees to furnish the various professional services required by the CLIENT.

NOW, THEREFORE, in consideration of the mutual covenants and promises between the parties hereto, it is agreed:

SECTION I - CONSULTANT'S SERVICES

- A. The CONSULTANT agrees to perform the various Basic Services in connection with the proposed project as described in Exhibit I.
- B. Upon mutual agreement of the parties hereto, Additional Services may be authorized as described in Exhibit I or as described in Paragraph IV.B.

SECTION II - THE CLIENT'S RESPONSIBILITIES

- A. The CLIENT shall promptly compensate the CONSULTANT in accordance with Section III of this Agreement.
- B. The CLIENT shall place any and all information related to the project in its custody at the disposal of the CONSULTANT for its use. Such information shall include but shall not be limited boundary surveys, topographic surveys, preliminary sketch plan layouts, building plans, soil surveys, abstracts, deed descriptions, tile maps and layouts, aerial photos, utility agreements, environmental reviews, and zoning limitations. The CONSULTANT may rely upon the accuracy and sufficiency of all such information in performing services unless otherwise instructed, in writing, by CLIENT. This obligation shall not include information that is classified as private or confidential under the Minnesota Government Data Practices Act (MGDPA), unless access to such information is essential to the CONSULTANT's scope of services, in which case the CLIENT shall establish in writing, and CONSULTANT shall comply with, any conditions governing access to and use of such private or confidential information.
- C. The CLIENT will guarantee access to and make all provisions for entry upon both public and private portions of the project and pertinent adjoining properties.
- D. The CLIENT will give prompt notice to the CONSULTANT whenever the CLIENT observes or otherwise becomes aware of any defect in the proposed project.

- E. The CLIENT shall designate a liaison person to act as the CLIENT'S representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CLIENT'S policies with respect to the project and CONSULTANT'S services.
- F. The CLIENT shall provide such legal, accounting, independent cost estimating and insurance counseling services as may be required for completion of the consultant services described in this agreement.
- G. The CLIENT will obtain any and all regulatory permits required for the proper and legal execution of the project.
- H. The CLIENT will hire, when requested by the CONSULTANT, an independent test company to perform laboratory and material testing services, and soil investigation that can be justified for the proper design and construction of the project. The CONSULTANT shall assist the CLIENT in selecting a testing company. Payment for testing services shall be made directly to the testing company by the CLIENT and is not part of this Agreement.

SECTION III - COMPENSATION FOR SERVICES

A. FEES.

1. The CLIENT will compensate the CONSULTANT in accordance with the following schedule of fees for the time spent in performance of Agreement services.

Schedule of Fees

<u>Classification</u>	<u>Hourly Rates</u>
Sr. Project Manager – Sr. Principal Engineer/Surveyor	\$155-280/Hour
Sr. Project Manager – Principal Engineer/Surveyor	\$150-225/Hour
Project Manager	\$135-195/Hour
Project/Design Engineer/Planner/Surveyor/Landscape Architect	\$120-190/Hour
Specialist (Nat. Resources; GIS; Traffic; Other)	\$90-150/Hour
Senior Technician (Inc. Survey ¹)	\$110-180/Hour
Technician (Inc. Survey ¹)	\$100-150/Hour
Administrative/Corporate Specialists	\$90-125/Hour
Structural/Electrical/Mechanical/Architect	\$120-\$150/Hour
GPS/Robotic Survey Equipment	No Charge
CAD/Computer Usage	No Charge
Routine Photo Copying/Reproduction	No Charge
Routine Office Supplies	No Charge
Field Supplies/Survey Stakes & Equipment	No Charge
Mileage	No Charge

¹No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.

2. Total cost for the services itemized under Exhibit I, Tasks 1-7 (Basic Services) is estimated to be \$269,031. Total cost for the services itemized under Exhibit I, Task 10 (Add Alternative Services) is estimated to be \$22,693. Itemization of this cost is as shown in the attached DETAILED WORK PLAN and PROJECT FEES tables, attached hereto as Exhibit II.
3. In addition to the foregoing, CONSULTANT shall be reimbursed at cost plus an overhead fee (not-to-exceed 10%) for the following Direct Expenses when incurred in the performance of the work.
 - a. CLIENT approved outside (facilities not owned by CONSULTANT) computer services.
 - b. CLIENT approved outside professional and technical services.
 - c. Outside reproduction and reprographic charges.
 - d. Expendable field supplies and special field equipment rental.
 - e. Other costs for such additional items and services that the CLIENT may require the CONSULTANT to provide to fulfill the terms of this Agreement.
4. Additional services as outlined in Section I.B will vary depending upon project conditions and will be billed on an hourly basis at the rate described in Section III.A.1.
5. The payment to the CONSULTANT will be made by the CLIENT upon billing at intervals not more often than monthly at the herein rates. Itemized invoices identifying all work completed shall be submitted to the CLIENT by CONSULTANT and paid in the same manner as other claims made to the CLIENT.

SECTION IV - GENERAL

A. STANDARD OF CARE

Professional services provided under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the Consultant's profession currently practicing under similar conditions. No warranty, express or implied, is made.

B. CHANGE IN PROJECT SCOPE

In the event the CLIENT changes or is required to change the scope of the project from that described in Section I and/or the applicable addendum, and such changes require Additional Services by the CONSULTANT, the CONSULTANT shall be entitled to additional compensation at the applicable hourly rates. The CONSULTANT shall give notice to the CLIENT of any Additional Services, prior to furnishing such additional services and the CLIENT must approve an Additional Services in writing. The CLIENT may request an estimate of additional cost from the CONSULTANT, and upon receipt of the request, the CONSULTANT shall furnish such, prior to authorization of the changed scope of work.

C. INDEPENDENT CONTRACTOR

The CONSULTANT shall at times be deemed an independent contractor. The CONSULTANT is not to be deemed an employee or agent of the CLIENT and has no authority to make any binding commitments or obligations on behalf of the CLIENT except to the extent expressly provided herein. All services provided by the CONSULTANT pursuant to this agreement shall be provide on an independent contractor basis not as an employee of the CLIENT for any purpose including, but not limited to, income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts, and eligibility for employee benefits.

D. LIMITATION OF LIABILITY

CONSULTANT shall indemnify, defend, and hold harmless CLIENT and its officials, agents and employees from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CONSULTANT'S employees, agents, or subconsultants. In no event shall CLIENT be liable to CONSULTANT for consequential, incidental, indirect, special, or punitive damages.

CLIENT shall indemnify, defend, and hold harmless CONSULTANT and its employees and subconsultants from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by CLIENT'S employees, agents, or consultants. In no event shall CONSULTANT be liable to CLIENT for consequential, incidental, indirect, special, or punitive damages.

Nothing contained in this Agreement shall be construed as a limitation on or waiver of any immunities or limitations on liability otherwise available to the CLIENT. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the CLIENT or the CONSULTANT. The CONSULTANT'S services under this Agreement are being performed solely for the CLIENT'S benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the performance or nonperformance of services provided hereunder. The CLIENT agrees to include a provision in all

contracts with contractors and other entities involved in this project to carry out the intent of the paragraph.

E. INSURANCE

1. The CONSULTANT agrees to maintain, at CONSULTANT'S expense a commercial general liability and excess umbrella general liability insurance policy or policies insuring CONSULTANT against claims for bodily injury, death or property damage arising out of CONSULTANT'S general business activities. The general liability coverage shall provide limits of not less than \$2,000,000 per occurrence and not less than \$2,000,000 general aggregate. Coverage shall include Premises and Operations Bodily Injury and Property Damage; Personal and Advertising Injury; Blanket Contractual Liability; Products and Completed Operations Liability.
2. The CONSULTANT also agrees to maintain, at CONSULTANT'S expense, a single limit or combined limit automobile liability insurance and excess umbrella liability policy or policies insuring owned, non-owned and hired vehicles used by CONSULTANT under this Agreement. The automobile liability coverages shall provide limits of not less than \$1,000,000 per accident for property damage, \$2,000,000 for bodily injuries, death and damages to any one person and \$2,000,000 for total bodily injury, death and damage claims arising from one accident.
3. CLIENT shall be named Additional Insured for the above liability policies.
4. The CONSULTANT agrees to maintain, at the CONSULTANT'S expense, statutory worker's compensation coverage together with Coverage B, Employer's Liability limits of not less than \$500,000 for Bodily Injury by Disease per employee, \$500,000.00 for Bodily Injury by Disease aggregate and \$500,000 for Bodily Injury by Accident.
5. During the period of design and construction of the project, the CONSULTANT also agrees to maintain, at CONSULTANT'S expense, Professional Liability Insurance coverage insuring CONSULTANT against damages for legal liability arising from an error, omission or negligent act in the performance of professional services required by this agreement. The professional liability insurance coverage shall provide limits of not less than \$2,000,000 per claim and an annual aggregate of not less than \$2,000,000 on a claims-made basis.
6. Prior to commencement of this Agreement, the CONSULTANT will provide the CLIENT with certificates of insurance, showing evidence of required coverages. All policies of insurance shall contain a provision or endorsement that the coverage afforded will not be canceled or reduced in limits by endorsement for any reason except non-payment of premium, until at least 30 days' prior written notice has been given to the CLIENT, and at least 10 days' prior written notice in the case of non-payment of premium.

F. OPINIONS OR ESTIMATES OF CONSTRUCTION COST

Where provided by the CONSULTANT as part of Exhibit I or otherwise, opinions or estimates of construction cost will generally be based upon public construction cost information. Since the CONSULTANT has no control over the cost of labor, materials, competitive bidding process, weather conditions and other factors affecting the cost of construction, all cost estimates are opinions for general information of the CLIENT and the CONSULTANT does not warrant or guarantee the accuracy of construction cost opinions or estimates. The CLIENT acknowledges that

costs for project financing should be based upon contracted construction costs with appropriate contingencies.

G. CONSTRUCTION SERVICES

It is agreed that the CONSULTANT and its representatives shall not be responsible for the means, methods, techniques, schedules or procedures of construction selected by the contractor or the safety precautions or programs incident to the work of the contractor.

H. USE OF ELECTRONIC/DIGITAL DATA

Because of the potential instability of electronic/digital data and susceptibility to unauthorized changes, copies of documents that may be relied upon by CLIENT are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Except for electronic/digital data which is specifically identified as a project deliverable by this AGREEMENT or except as otherwise explicitly provided in this AGREEMENT, all electronic/digital data developed by the CONSULTANT as part of the PROJECT is acknowledged to be an internal working document for the CONSULTANT'S purposes solely and any such information provided to the CLIENT shall be on an "AS IS" basis strictly for the convenience of the CLIENT without any warranties of any kind. As such, the CLIENT is advised and acknowledges that use of such information may require substantial modification and independent verification by the CLIENT (or its designees). Provision of electronic/digital data, whether required by this Agreement or provided as a convenience to the Client, does not include any license of software or other systems necessary to read, use or reproduce the information. It is the responsibility of the CLIENT to verify compatibility with its system and long-term stability of media. CLIENT shall indemnify and hold harmless CONSULTANT and its Subconsultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from third party use or any adaptation or distribution of electronic/digital data provided under this AGREEMENT, unless such third party use and adaptation or distribution is explicitly authorized by this AGREEMENT.

I. DATA PRACTICES

All data collected, created, received, maintained, or disseminated, or used for any purposes in the course of the CONSULTANT'S performance of the Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Section 13.01, et seq. or any other applicable state statutes and state rules adopted to implement the Act, as well as state statutes and federal regulations on data privacy. The Consultant agrees to abide by these statutes, rules and regulations and as they may be amended. In the event the CONSULTANT receives a request to release data, it shall notify CLIENT as soon as practical. The CLIENT will give instructions concerning release of data to requesting party and CONSULTANT will be reimbursed as Additional Services by CLIENT for its reasonable expenses in complying with the request.

J. PERIOD OF AGREEMENT

This Agreement will remain in effect for the longer of a period of two years or such other explicitly identified completion period, after which time the Agreement may be extended upon mutual agreement of both parties.

K. PAYMENTS

If CLIENT fails to make any payment due CONSULTANT for services and expenses within 60 days after date of the CONSULTANT'S itemized invoice, a service charge of one and one-half percent (1.5%) per month or the maximum rate permitted by law, whichever is less, will be charged on any unpaid balance. In addition after giving seven days' written notice to CLIENT, CONSULTANT may, without waiving any claim or right against the CLIENT and without incurring liability whatsoever to the CLIENT, suspend services and withhold project deliverables due under this Agreement until CONSULTANT has been paid in full all amounts due for services, expenses and charges.

L. TERMINATION

This Agreement may be terminated by the CLIENT for any reason or for convenience by the CLIENT upon seven (7) days written notice. The CONSULTANT may only terminate for non-payment by CLIENT upon CLIENT's failure to cure upon 30 days written notice.

M. CONTINGENT FEE

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from award or making of this Agreement.

N. NON-DISCRIMINATION

The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

The CONSULTANT is an Equal Opportunity Employer and it is the policy of the CONSULTANT that all employees, persons seeking employment, subcontractors, subconsultants and vendors are treated without regard to their race, religion, sex, color, national origin, disability, age, sexual orientation, marital status, public assistance status or any other characteristic protected by federal, state or local law.

O. CONTROLLING LAW

This Agreement is to be governed by the law of the State of Minnesota.

P. DISPUTE RESOLUTION

CLIENT and CONSULTANT agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice of dispute prior to proceeding to formal dispute resolution or exercising their rights under law.

Q. SURVIVAL

All obligations, representations and provisions made in or given in Section IV of this Agreement will survive the completion of all services of the CONSULTANT under this Agreement or the termination of this Agreement for any reason.

R. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon CLIENT and CONSULTANT, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

S. AUDIT DISCLOSURE

The CONSULTANT must allow the CLIENT, or its duly authorized agents, and the state auditor or legislative auditor reasonable access to the CONSULTANT's books, records, documents, and accounting procedures and practices that are pertinent to all services provided under this Agreement for a minimum of six years from the termination of this Agreement.

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SECTION V - SIGNATURES

THIS INSTRUMENT embodies the whole agreement of the parties, there being no promises, terms, conditions or obligation referring to the subject matter other than contained herein. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in their behalf.

CLIENT: City of Hopkins, Minnesota

CONSULTANT: Bolton & Menk, Inc.



Mike Waltman, P.E., Burnsville Work Group
Leader

9/10/2024

Date

_____ Date

CENTRAL PARK MASTER PLAN & PAVILION EXPANSION FEASIBILITY STUDY

SCOPE OF SERVICES

TASK 1: PROJECT INITIATION

Task 1 includes time and effort to align the project team around important project management objectives, such as communication protocols, critical milestones and delivery dates, and the final engagement plan, including preliminary identification of key stakeholders, community organizations, and partner agencies.

1.1 SCHEDULE OF WORK TASKS

To communicate and track the schedule and task completion, the detailed project schedule will be reviewed with city staff to confirm all desired milestones, building off this proposed work plan. Within our scope of work, our Bolton & Menk project manager will actively maintain the schedule with updates shared routinely with the city's project management team at recurring check-in meetings. The schedule will continue to be focused on project milestones and deliverable dates, and will identify the responsible party for each deliverable and required review/response periods. This schedule will be refined through discussion with staff based on the input from various agencies and stakeholder needs, public engagement, and the data collection required for project delivery.

1.2 CITY STAFF COORDINATION MEETING #1

This initial meeting will bring city staff and key project team members together to ensure everyone understands the project scope, schedule and deliverables. Discussion and review will include overall project goals, critical success factors, project schedule, engagement and work plan, data needs and availability, and communication protocols. The Bolton & Menk team will provide meeting agendas and summaries for all staff coordination meetings.

Task 1 Meetings

- City staff coordination meeting #1

Task 1 Deliverables

- Updated engagement plan and schedule of work tasks

TASK 2: DATA COLLECTION

2.1 TOPOGRAPHIC & BOUNDARY SURVEY

Bolton & Menk will complete a topographic and boundary survey, on the city's standard datum, for the project site, as defined on the enclosed project location and issues map. The survey will establish property boundary limits and topographic conditions needed for final design and plan documentation that meets city standards.

2.2 GEOTECHNICAL EVALUATION AND PHASE 1 ESA

Braun Intertec will apply their existing knowledge of the site to inform the feasibility of an expansion to the Hopkins Pavilion and site renovation of Central Park. It is understood that the proposed pavilion expansion is assumed to be a slab-on-grade facility with one story above (using conventional foundations and steel framing), along with site improvements for Central Park to potentially include a new soccer field, new volleyball courts, additional pickleball courts, and new proposed shade structures.

In response to the RFP scope of work, we have reviewed the statutory requirements for requiring an Environmental Assessment Worksheet (EAW) and do not see a mandatory EAW being required for this project. While it is possible the city could require an EAW of itself, we do not anticipate the need for further evaluation of an EAW. Recognizing the underlying soil conditions that our team has familiarity with; however, we would recommend a Phase I Environmental Site Assessment (ESA) be completed for the site coupled with necessary geotechnical field investigation. Braun Intertec's exploration work on-site dates back to at least 1968. A 1968 report by Braun indicates environmental impacts from the landfill including 'dump debris', wood, glass, rubber, paper, tin, etc. In 2015 Braun's most recent on-site environmental work took place in the northwest parking lot,

adjacent to the pickleball courts. During oversight of the excavations, Braun and Bolton & Menk staff observed debris such as concrete, asphalt, glass bottles, wood, rebar, coal, and miscellaneous garbage. Petroleum odors were also documented. Our team understands that in the mid-1960s, this landfill activity moved further south in Hopkins and ultimately a much larger landfill by surface area was created, though Central Park soils may be comprised of similar material.

To identify and comprehensively document the history of the site, Braun Intertec will conduct a Phase I Environmental Site Assessment (ESA) of the site in accordance with ASTM International (ASTM) Practice E1527-21 and 40 Code of Federal Regulations (CFR) Part 312. The purpose of the Phase I ESA will be to identify recognized environmental conditions (RECs) in connection with the property. The Phase I ESA will include a government and historical records review, site reconnaissance, interviews, and data evaluation.

The results of the Phase I ESA will be summarized in a written report, provided electronically, documenting information sources used, findings and conclusions, and the professional opinion of Braun Intertec regarding the impact of any potential environmental concerns in connection with the site. Appendices to the report will include copies of available historical information (e.g., fire insurance maps, aerial photographs, etc.). In addition the scope of the Phase I ESA, Braun Intertec will collect on-site soil boring information to bolster the understanding of the site.

Three soil borings will be taken for the preliminary expansion considerations at the Pavilion. The purpose of this initial geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact, and provide geotechnical recommendations for the preliminary design information for the Pavilion Expansion.

Braun Intertec will also perform these six borings in Central Park (for a total of nine locations) to nominal depths of 15 to 25 feet below existing grade for the project. Braun will perform standard penetration tests at 2.5-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths. An additional six locations will be used to assist in identifying the horizontal and vertical limits of the landfill.

2.3 REVIEW OF PREVIOUS PLANNING EFFORTS

We will review information from previous planning efforts that inform the current and future use of Central Park and the Pavilion, and provide a brief summary of how the following plans impact the plan for Central Park and the Pavilion:

- City of Hopkins Park System Plan 2023
- Cultivate Hopkins 2040 Comprehensive Plan (as prepared by Bolton & Menk)
- City of Hopkins Pedestrian and Bicycle Plan
- Nine Mile Creek Watershed District Concept Plan (as prepared by Barr Engineering)
- Nine Mile Creek Watershed District Flood Study (as prepared by Barr Engineering)
- ParkServe - Trust for Public Land

2.4 ONLINE PUBLIC ENGAGEMENT

Early engagement of the public should include opportunities for input on proposed amenities, facilities, program, and priorities. An online survey allows people to engage and provide input at their convenience. We will work with staff to develop a survey tailored for Central Park and the Pavilion. It is anticipated that this online engagement will include a questionnaire and an INPUTiD™ map to allow respondents to provide place-based comments on a map of the park.

2.5 CITY STAFF COORDINATION MEETING #2

In addition to project updates and outlining of next steps, city staff coordination meeting #2 will include a review and discussion of the previous planning efforts summary to ensure the project team is aligned with city staff on key components of Central Park's position within the larger system of parks, recreation, and community developments. This meeting will also be used to review findings from the site survey and geotechnical evaluation.

2.6 UPDATE MEMO #1

We will provide a project update memo to share project status and key findings from Task 2 Data Collection

Task 2 Meetings

- City staff coordination meeting #2

Task 2 Deliverables:

- Topographic and boundary survey
- Baseline geotechnical report
- Summary of previous planning efforts
- Online public engagement: questionnaire and INPUTiD™ map
- Update Memo #1

TASK 3: CENTRAL PARK NEEDS ASSESSMENT AND ANALYSIS

3.1 SITE TOUR

To begin the assessment of the quality and condition of existing assets, the project team will visit the park and pavilion with key staff to deepen our knowledge and understanding of the site. Inventory and analysis will include assessment of the parks:

- Baseball fields (2)
- Tennis courts (4) on ISD 270 property
- Picnic facilities (grills, tables)
- Outdoor hockey rink/wiffleball enclosure
- Open skating rink
- Parking

- Pickleball courts (5)
- Shelters (2)
- Playground
- Restrooms/warming house
- Soccer/football field
- Softball field
- Site connectivity and circulations (all modes)
- Existing vegetation
- Experiential and visual quality
- Lighting
- Habitat/ecological conditions
- Current park maintenance practices

3.2 PRELIMINARY ISSUES AND OPPORTUNITIES DIAGRAM

To summarize and begin synthesizing our findings from the site visit, we will develop a Preliminary Issues and Opportunities Diagram for Central Park. This deliverable will summarize/synthesize findings from all previous tasks to supplement the site tour information, including contextual information from previous planning efforts. This diagram will continue to be developed and evolve, layering findings from engagement and data collection tasks.

3.3 POP-UP EVENTS AND YOUTH- FOCUSED ENGAGEMENT SUPPORT

We anticipate supporting pop-up and youth listening sessions conducted by city staff to get input from community members in the project area to understand how they use and would like to use Central Park. The Bolton & Menk Team will provide one set of engagement materials for use by the city for pop-up events and one set of materials for youth listening sessions to be conducted by the city.

3.4 PARTNER AGENCIES, COMMUNITY ORGANIZATIONS, AND KEY STAKEHOLDER MEETINGS

We will work with the city to host coordinated meetings with stakeholder groups and key partner agencies and organizations to gather information and give project updates. This is key to developing a plan that is informed and

supported by the community partners. We envision a revolving door style set of in-person meetings where feasible and schedules allow. Virtual meetings can also be facilitated should they be preferred by any group or individual.

3.5 CITY STAFF COORDINATION MEETING #3

City staff coordination meeting #3 will be used to review findings from the pop-up engagement meetings, youth engagement, and stakeholder meetings from Subtask 3.4. We will also use this time to discuss objectives for and status of the ongoing ecological and natural resources investigations being conducted by the project team.

3.6 IDENTIFY OPPORTUNITIES TO IMPROVE ECOLOGY AND WILDLIFE HABITAT

Our team will identify preliminary opportunities to reduce maintenance requirements, improve ecology, and create wildlife habitat. We will look for opportunities to reduce impervious surfaces, minimize turf, improve ecological habitat, and protect existing trees. Opportunities identified during this task will then be detailed during concept and design development.

3.7 DETERMINE BMPs TO MEET NMCWD REQUIREMENTS

Nine Mile Creek Watershed District rules require stormwater management be included as part of site redesign to minimize or reduce the impacts of redevelopment on downstream waterbodies. The amount of stormwater management required will be based on the proposed work at the park (site disturbance and impervious surfaces). Our team will consider those permit triggers to estimate pollutant reduction and stormwater rate control requirements for the site based on the conceptual plan for Central Park and the Pavilion. Actual best management practice (BMP) design and sizing will be closely integrated with concept development and will likely be impacted by the underlying condition of the site.

3.8 DETERMINE WATER QUALITY BMPs THAT ARE "ABOVE AND BEYOND" OPPORTUNITIES

Alongside determination of the stormwater management requirements, we will help identify stormwater practices considered "above and beyond" the requirements that could be eligible for funding from project partners or other granting organizations. For this task, we will help quantify thresholds

for BMPs that would exceed NMCWD requirements that may be eligible for funding. Based on discussions with NMCWD staff, those BMPs of most interest and alignment with organizational goals will be considered as preliminary designs are developed in Task 4.

3.9 DETERMINE FEASIBILITY AND BENEFITS OF FLOODWATER STORAGE IN CENTRAL PARK

The Barr/BMI design team will develop creative flood management concepts that align our unique understanding of the hydrology of the site with critical recreational components. Prior to concept development, we will work with the City of Hopkins to develop design criteria, such as acceptable frequency and duration of floodwater impacts, to ensure the design concepts are aligned with intended park usage.

The feasibility analysis will include modeling of two flood management concepts ranging in size to help determine the magnitude of flood management necessary to improve adjacent and downstream flood issues. Management of flood water in Central Park may have a significant impact on the character of the park due to infrastructure elevations and topography. As such, it will be necessary to discuss results and gauge cost implications with partner organizations, including consideration of potential grant funding sources. This subtask includes:

- Refinements to existing conditions XP-SWMM model based on up-to-date data from Hopkins
- Develop and model flood storage concepts with project team
- Prepare cost estimate for preferred flood storage concept
- Prepare summary of results, including feasibility considerations, benefits, and costs

3.10 DETERMINE FEASIBILITY OF INTEGRATING NINE MILE CREEK HEADWATERS

The location of Central Park is unique in its proximity to Nine Mile Creek at its source, or headwaters. This fact is unknown to many, making this a remarkable opportunity to showcase the water resource itself and to create a distinctive placemaking feature that speaks to visitors about their relationship to water quality and habitat in their urban watershed.

During the park concept development phase, our team will consider opportunities to manage the water in a way that:

- Makes the resource visible and accessible
- Provides educational or engagement opportunities
- Creates a unique user experience not seen within the Hopkins park system

The feasibility analysis will include preparing sketches of potential headwaters concepts and identifying preferred options for water source (e.g., surface drainage or re-routing of storm pipes from upstream neighborhoods). The magnitude of this feature is likely to be impacted by the underlying condition of the site, and so may change in scale within the two proposed concept plans as described in Task 4.

3.11 NEEDS ASSESSMENT AND ANALYSIS SUMMARY

The Bolton & Menk team will prepare a needs assessment and analysis summary detailing the work done to date, including a summary of key findings from engagement activities, feasibility studies, and the identification of issues and opportunities. This report will include any recommended program, amenity, and facility updates to the existing Central Park Concept Plans from the 2023 Hopkins Park System Plan and the NMCWD.

3.12 CITY STAFF COORDINATION MEETING #4

City staff coordination meeting #4 will focus on the review of the Needs Assessment and Analysis Report, findings from the Community Co-Design Meeting #2 and next steps of concept development.

3.13 UPDATE MEMO #2

We will provide a project update memo to share project status and key findings from the needs assessment and analysis tasks

Task 3 Meetings

- Site tour
- Partner agency, community organization, and key stakeholder meetings (up to 10)
- Staff coordination meetings (2)

Task 3 Deliverables

- Preliminary issues and opportunities diagram
- Engagement materials for city use for pop-up events and youth engagement
- Needs assessment and analysis summary
- Update Memo #2

TASK 4: PRELIMINARY CONCEPT DESIGN

With a full understanding and confirmation of desired amenities, facilities, programs, site conditions, constraints, opportunities, and feasibility of stormwater and ecological improvements our team will be ready to move into preliminary concept design.

4.1 PRELIMINARY DRAFT CONCEPTS

We will produce two alternative concepts that respond to two likely scenarios for Central Park that emerge from our feasibility findings in Task 3. We will also develop planning-level cost estimates for each concept. Graphics will include plan drawings, sections, and output from 3D study models, as needed to illustrate the design intent at the conceptual level.

4.2 CITY STAFF COORDINATION MEETING #5

City staff coordination meeting #5 will focus on getting feedback on the draft concept alternatives to make refinements for a joint Park Board / City Council workshop, in addition to general project updates and actions for next steps.

4.3 PARK BOARD MEETING #1

The Bolton & Menk team will provide the Park Board with an overall project update including schedule, process, and findings from previous tasks, including public engagement, needs assessment and analysis, and feasibility studies. Preliminary draft concepts will also be presented for comment and input from Park Board members ahead of a joint workshop with City Council.

4.4 PARK BOARD / CITY COUNCIL WORKSHOP

The Bolton & Menk Team will develop presentation materials for a joint workshop with City Council and the Park Board to get feedback from both groups on the preliminary draft concepts before they are distributed for public comment.

4.5 ONLINE ENGAGEMENT

Preliminary draft concepts will be shared on the INPUTiD™ online engagement tool to get public feedback on the two concepts. Respondents will be able to provide targeted feedback on specific elements of each design to help inform the preferred concept.

4.6 REFINE PRELIMINARY DRAFT CONCEPTS

Based on comments from city staff and partner organizations and the Park Board we will make final revisions to the two concepts plans and update the preliminary cost estimates. These two final conceptual plans and cost estimates will be included in the final park plan report to document the process and findings that will inform the development of a preferred preliminary concept and cost estimate.

4.7 CITY STAFF COORDINATION MEETING #6

City staff coordination meeting #6 will be used to review the final preliminary concepts and gather feedback on a single preferred concept. This meeting will also be used to provide project updates and prepare for next steps.

4.8 DEVELOP PREFERRED PRELIMINARY CONCEPT AND COST ESTIMATE

Upon careful consideration of the input received on the two conceptual alternatives, our team will work with city staff to determine a preferred concept. This direction will be the basis of design for moving into final design. At the completion of this step, the city will have enough information to determine how far the budget will go and what can be included in final design.

The deliverables for this step will consist of a preliminary engineering report and 30% cost estimate.

4.9 UPDATE MEMO #3

We will provide a third update memo to share project status and key findings from the preliminary concept design phase.

Task 4 Meetings

- Staff coordination meetings (2)
- Park Board Meeting
- Pop-up meetings (2)

Task 4 Deliverables

- Preliminary draft concepts and cost estimates (2)
- Online engagement
- Refined preliminary draft concepts
- Preferred preliminary concept and cost estimate
- Update Memo #3

TASK 5: CENTRAL PARK PLAN FINAL REPORT

A final park plan report will be developed to document the planning effort for Central Park. This document will include a summary of input collected throughout the process, the two conceptual design alternatives, the refined, preferred alternative concept with cost estimate, and a memorandum summarizing public input not incorporated into the final conceptual design and justification for its exclusion.

5.1 DRAFT CENTRAL PARK PLAN REPORT

A draft report will be prepared and distributed for city staff review.

5.2 CITY STAFF COORDINATION MEETING #7

City staff coordination meeting #7 will focus on any revisions to the draft plan required by staff in preparation for distribution of the draft plan to the Community Co-Designers.

5.3 FINAL CENTRAL PARK PLAN REPORT

Working with city staff to incorporate feedback from the community co-designers on the draft report, we will finalize the Central Park Plan for Park Board approval.

5.4 PARK BOARD MEETING #2

Bolton & Menk will present the final Central Park Plan to the Hopkins Park

Board. As the Hopkins Park Board is not an approving body, the goal for this meeting would be for the Park Board to recommend the plan for approval by City Council.

5.5 CITY COUNCIL APPROVAL

Following the Park Board meeting, Bolton & Menk will present the Central Park Plan to the Hopkins City Council for approval. This milestone will mark the end of Phase I; Planning and Preliminary Design for the project, ushering in final design.

Task 5 Meetings

- Staff coordination meeting
- Park Board meeting
- City Council meeting

Task 5 Deliverables

- Draft Central Park Plan Report
- Final Central Park Plan Report

TASK 6: PAVILION FEASIBILITY STUDY

6.1 PROJECT KICKOFF

Our team will meet with staff and project representatives to outline project goals and objectives and define the expectations for the project. We will review in detail the overall proposed project workplan with your team and revise as necessary. Our team will collect and review any existing or new data that is pertinent to the project understanding, as well as tour existing facilities with city staff to better understand current community resources for the Pavilion. Lastly, we will discuss communication expectations that will be necessary day-to-day, as well as touchpoints with appropriate community leadership.

6.2 EXISTING CONDITIONS/SITE ANALYSIS

The JLG team will assess the existing conditions of both the Pavilion and

site. Our team consists of Erik Olson and Tom Betti who designed the last major addition and renovation to the Pavilion, giving us the experience and expertise to deliver a report that not only looks at the condition of the facility but also at the opportunities that exist for the future vision of the Pavilion

6.3 MARKET ANALYSIS

We will utilize the skills and tools of Ballard*King to lead the market analysis portion of the data collection task of the work. The first step in the market analysis process will be working with your team to identify appropriate primary and secondary service areas. From these definitions, Ballard*King will be able to complete a full demographics analysis and alternative market analysis, exploring data associated with current market trends related to community access to indoor recreation opportunities.

6.4 SYNTHESIS AND SOLUTIONS DESIGN CONCEPTS

Conceptual facility and site planning, based upon information gathered from the engagement process and market analysis, is an important step in developing community support and exploring potential facility options. Conceptual planning will illustrate potential approaches — creating options for recreation and art facilities, existing and potential future programs, accessible parking, etc., and provide additional information for development of facility operations and cost estimates. We will begin by holding a two- or three-day design charrette, and efficient and intensive workshop with project stakeholders and the community. Held online or on-site in Hopkins, the charrette will allow us to distill ideas within a relatively brief time. The following outlines the charrette process which would be refined with your input. Stakeholders and/or the public may be integrated into the charrette at your discretion. Should a virtual charrette be preferred, we suggest extending the timeline to three days.

Day 1: Our team hosts a morning workshop session with project representatives and invited participants to discuss project goals and input received from community engagement activities. This is an opportunity to talk about the big picture — the vision of what community facilities could be and how they could impact the community. We then develop preliminary

facility and site options for review and discussion with key staff and stakeholders later that afternoon.

Day 2: Based on feedback from the previous day, our team will revise the preliminary concept options and hold another workshop discussion to discuss revised options and gather more feedback.

Day 3: Our team will again revise the concept options and hold a final workshop discussion. A public openhouse may be held, if desired, to present the result of the charrette to the community.

After the charrette, the concept options developed during the charrette workshop will be further refined by the design team. Rough budget estimates for each will be prepared to assist the city and team in evaluating the options and selecting a preferred approach.

6.5 ZONING/REGULATORY REVIEW

As design concepts are developed, the JLG team will vet the various options against the zoning and regulatory codes that are in place. The goal of this review process is to ensure that any concepts developed can meet the zoning regulations that are in effect and identify any variances that may be required. If so assess the chance of approval. We will engage the local zoning authorities in this process.

6.6 COST ESTIMATION/FUNDING ANALYSIS

The design team will lean heavily on the construction manager to explore and vet the proposed conceptual solutions for the project and develop comprehensive project estimates for the proposed solution(s). Considering all things from construction, site work, furniture costs, design and legal fees, the comprehensive project estimates will serve as the targets for the city to budget and plan for a project in the long-term. During this phase, the entire team will work closely with the city and their financial team to brainstorm and discuss potential project funding mechanisms as the city looks to make a project a reality.

6.7 FINANCIAL/OPERATIONS ANALYSIS

Utilizing the outcomes of the design concept exercise, Ballard*King will support the city in development of a proposed operational plan for the project. The plan will incorporate all items pertaining to a new facility including, operational hours, staffing, and service offerings. The plan will consider all necessary standards associated with the proposed facility. A final Pro Forma will be produced, highlighting operational expenditures and revenue and exploring potential pricing strategies. The JLG team will also support the city in identifying potential project partnerships and analyze opportunity/risk with various options, target desired program amenities and offerings, as well as pricing and operational strategies for a new facility.

6.8 REPORT AND PRESENTATIONS

Our team will assemble all data, analysis, and recommendations in a comprehensive, user-friendly report. The report will document the study process — including a summary of the process and strategies for public involvement — as well as address market, operational costs, and potential project costs. The report can be used as a decision-making tool in moving the project forward. Prior to issuing the draft report, our team will prepare a preliminary copy for review and discussion with City staff and project representatives. This review allows for critical feedback and makes certain that the draft report responds to the study objectives as outlined at the project kick-off.

After incorporating revisions extending from the draft report presentations, our team will submit and present the final study report to the City of Hopkins leadership.

TASK 7: COMMUNITY ENGAGEMENT & MEETINGS

7.1 PUBLIC ENGAGEMENT SURVEYS AND ENGAGEMENT SUMMARIES

Online surveys will be distributed to gather specific input at strategic points in the project development process.

Following each phase of engagement, an infographic-style report will be created summarizing that phase's purpose, promotional tactics employed, feedback opportunities provided, number of comments received, key themes heard and how it will inform the next steps of the project process. This can be shared with the public at the end of each phase to close the feedback loop, providing transparency and building community trust throughout the process.

7.2 COMMUNITY POP-UP ENGAGEMENT MATERIALS

To assist the city in outreach we will provide one round of materials for pop up engagement events featuring fun, attractive, and engaging activities.

7.3 PARTNER AGENCIES, COMMUNITY ORGANIZATIONS, AND KEY STAKEHOLDER MEETINGS

We will coordinate and schedule meetings and offer presentations when necessary to the following groups: City of Minnetonka, Three Rivers Park District, Hopkins School District 270, Nine Mile Creek Watershed District, local sports associations, and interest groups such as Access Hopkins, Active Kids Association of Sport, Hopkins High School Hockey and Soccer teams, Hopkins Youth Hockey Association, Hopkins Youth Lacrosse Association, Hopkins Rugby, Turf Tots, Tonka United Soccer Association, and other core groups as identified through the engagement process.

While the community wide engagement plan unfolds, other unorganized key interest groups such as students or bicyclists may also be identified where a focus group could be organized.

Bolton & Menk, and/or Barr Engineering, will plan to facilitate and attend two meetings with the Nine Mile Creek Watershed District (NMCWD) for purposes of confirming anticipated approvals of regulatory requirements and gauging potential for cost-participation on certain elements of the project. Should a Nine Mile Creek Headwaters or flood mitigation solution be realized, these meetings will be crucial to garnering NMCWD support for direct funding and/or support for other funding programs.

We anticipate up to 10 agency, community, and other stakeholder engagement meetings.

7.4 YOUTH-FOCUSED ENGAGEMENT

We will work with city staff to provide materials for youth-focused engagement to be conducted by the city, such as a "Design Your Own Playground" challenge where students have an opportunity to share what their dream park vision is.

7.5 CITY OFFICIALS MEETINGS + UPDATE MEMOS

The Bolton & Menk team will prepare presentation materials for two Park Board meetings, one City Council meeting, and one joint Park Board/City Council workshop. We will also provide 3 update memos throughout the process to help keep council and park board members informed on project progress.

TASK 10: ADD ALTERNATIVES

The scope included as our team's baseline services generally represents our proposed scope of work intended to meet the requirements of the RFP, including innovative community engagement measures to achieve the high-quality performance desired by the city. The following add alternatives are recommended additions to the recommended additions to the scope that we have separated out in the event it eases 'apples to apples' comparison of our baseline scope/fee to that of competing proposals. Each of the following add alternatives are proposed ala carte for city determination regarding their inclusion.

10.1 GEOTECHNICAL SOIL INVESTIGATION - ENVIRONMENTAL TESTING AND OVERSIGHT

As part of our team's baseline services, Braun Intertec will collect soil borings at the Pavilion site and Central Park. The baseline data collected will help guide foundation considerations in terms of soil strength properties and highlight limits of what may generally be classified as 'garbage' or regulated fill. However, the baseline scope does not go so far as to quantify and qualify the specific regulated chemical constituents of the soil that will be needed if historic landfill soils are to be remediated to some degree. This add alternative task seeks to identify more specifically the soil constituents the city will be faced with, which can help quantify the costs associated with encountering or disposing of such material, and in turn better inform project scoping decisions and strategies to avoid, minimize, or mitigate the site soils.

Soil Screening

Soil samples from the soil borings will be visually and manually classified in the field by an environmental technician using ASTM D2488 “Standard Practice for Description and Identification of Soils (Visual- Manual Procedures).” Field personnel will examine soil samples for unusual staining, odors, and other apparent signs of contamination. In addition, the soil samples will be screened for the presence of organic vapors using a photoionization detector (PID). The PID will be equipped with a 10.6-electron-volt lamp and calibrated to an isobutylene standard. The PID will be used to perform a headspace method of field analysis as recommended by the Minnesota Pollution Control Agency (MPCA) and in accordance with Braun Intertec Standard Operating Procedures (SOPs).

Soil Sampling, Analytical Testing, & Reporting

Soil samples will be collected from the soil borings for laboratory analysis in accordance with Braun Intertec SOPs. Soil samples will be collected from depth intervals in the unsaturated zone where indications of contamination are observed in the field. If no indications of contamination are observed, the soil samples will be collected from depths most likely to be impacted based on the potential contaminant source. The budget for this task assumes that up to 12 soil samples will be submitted to Pace Analytical Services (Pace) of Minneapolis and analyzed for a combination of the following parameters:

- Volatile organic compounds (VOCs) using United States Environmental Protection Agency (EPA) Method 8260
- Polycyclic aromatic hydrocarbons (PAHs) using EPA Method 8270
- Diesel range organics (DRO) using the Wisconsin Department of Natural Resources (WDNR) Method
- Eight Resource Conservation and Recovery Act (RCRA) metals using EPA Methods 6010 and 7471

Braun will also conduct six vapor probes with VOC and Methane analysis on the site soils, recognizing historic landfill uses.

Upon completion of the on-site work and receipt of laboratory analytical results, a report will be prepared detailing the methods, results, and conclusions/recommendations.

SCOPE OF WORK NOT INCLUDED IN THE PROPOSAL, BUT AVAILABLE UPON REQUEST AS PART OF FUTURE PROPOSAL

GEOTECHNICAL ANALYSIS: RESPONSE ACTION PLAN AND ESTABLISH DETAILED LIMITS OF REGULATED SOILS

A response action plan (RAP) or other soil remediation steps following receipt of analytical soil testing results are not included in our proposed scope of services at this time, but can be developed and submitted for consideration by the city once the site layout and soil specifics are better delineated.

GRANT APPLICATIONS & ADMINISTRATION

This project can be scoped through the park planning phase to include improvements attractive for partnerships with and grants from other agencies.

Example funding sources include:

- Potential funding from project partners; The Nine Mile Creek Watershed District has authorized up to \$50,000 for feasibility analysis of stormwater and flood management improvements as part of the Hopkins Central Park Plan development; depending on the partnership agreement, we anticipate this funding could cover the bulk of our teammate Barr Engineering’s efforts during our Phase I preliminary design; depending on outcomes of preliminary design, additional funding may be available through project partnerships for final design and construction
- We recommend the city pursue funding from Hennepin County through the MN Brownfields Gap Financing Program for the environmental analysis of the borings; the program may fund up to \$15,000 toward efforts identified in this proposal
- MnDNR Flood Hazard Mitigation Grant Program; this program funds publicly-owned capital improvements, including the engineering and construction of flood storage structures and other related activities
- MPCA Climate Resiliency grants; the 2023 legislature invested \$100 million to fund climate change adaptation and resiliency, including funding

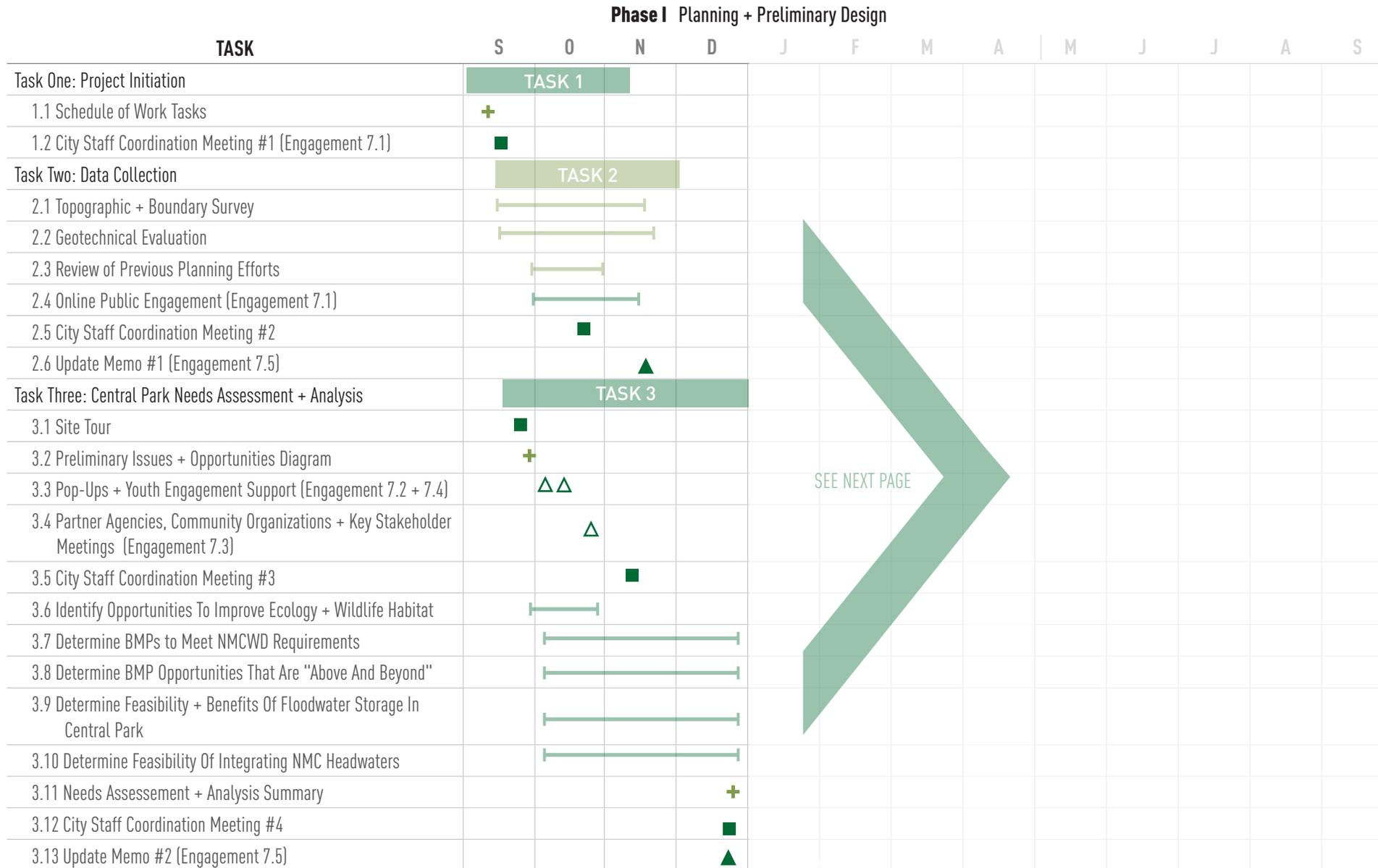
to implement climate resilient projects such as flood storage in Central Park

- Hennepin County also has a variety of funding sources related to community parks, community development, and site cleanup that may be appropriate resources following our preliminary design efforts
- MN Legislative Funding (Bonding Bill); we understand the city does not intend to pursue these funds at this time, but it may be beneficial to revisit this idea should the project scope expand to large scale regulated remediation of historic regional landfill remnants
- MnDNR Outdoor Recreation Grant Program; this funding at a 1:1 match can be used to fund a variety of park improvements for cities; with limited strings tied to the funding and recognizing the goals of this project, we anticipate Hopkins' Central Park will be a good candidate to apply for this money; the Bolton & Menk team has been successful in securing and implementing projects with this funding routinely
- Depending on the investigations completed and results of analytical soil testing, the site may be eligible for funding sources related to landfill and/or petroleum cleanup; the Bolton & Menk team, with partners in Braun Intertec and Barr Engineering, are best positioned to identify and navigate these opportunities in response to a wide variety of possible outcomes

PROJECT TIMELINE

Exhibit 1

- City Staff Coordination Meeting
- △ Public Engagement Meeting
- ▲ Update Memo
- + Key Project Deliverable



Phase I Planning + Preliminary Design

TASK	S	O	N	D	J	F	M	A
Task Four: Preliminary Concept Design					TASK 4			
4.1 Preliminary Draft Concepts					-----			
4.2 City Staff Coordinaton Meeting #5					■			
4.3 Park Board Meeting #1 (Engagement 7.5)					△			
4.4 Park Board / City Council Workshop (Engagement 7.5)					△			
4.5 Online Engagement (Engagement 7.2)					-----			
4.6 Refine Preliminary Draft Concept						-----		
4.7 City Staff Coordinaton Meeting #6 (Engagement 7.8)						△		
4.8 Develop Preferred Preliminary Concept + Cost Estimate						+		
4.9 Update Memo #3						▲		
Task Five: Central Park Plan Final Report							TASK 5	
5.1 Draft Central Park Plan Report							-----	
5.2 City Staff Coordination Meeting #7							■	
5.3 Final Central Park Plan Report								+
5.4 Park Board Meeting #2 (Engagement 7.8)								△
5.5 City Council Meeting (Engagement 7.8)								△
Task Six: Pavilion Expansion Feasibility Study	TASK 6							
6.1 Project Kick Off	■							
6.2 Existing Conditions / Site Analysis	-----							
6.3 Market Analysis	-----		■					
6.4 Community Engagement		-----		■				
6.5 Design Concepts			-----					
6.6 Zoning / Regulatory Review				-----		+	■	
6.7 Cost Estimate / Funding Analysis				-----				+
6.8 Financial / Operations Analysis					+			
6.9 Draft Report						+		
6.10 Final Report + Presentations					+	■		

- City Staff Coordination Meeting
- △ Public Engagement Meeting
- ▲ Update Memo
- + Key Project Deliverable

Exhibit II

The Bolton & Menk team will provide the Phase 1 scope of services as described for an hourly based, not-to-exceed fee of \$269,031.

Add-alternative tasks are estimated to be \$22,693, which relates to analytical soil testing. Please find our detailed cost proposal, containing hours and rates for key staff, below.

We will bill work following our standard hourly billing rates and will not exceed our estimate without prior authorization

from the city. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and nonroutine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Client: City of Hopkins																									
Project: Central Park Improvements & Pavilion Expansion Feasibility																									
Task No.	Work Task Description	Principal-in-Charge	Project Manager	Senior Landscape Architect	Landscape Designer	Principal Landscape Architect	Site Civil Engineer	Landscape Designer	Senior Urban Planner & Engagement Advisor	Community Liaison	Project Communication Specialist	Survey Manager	Survey Technician	Survey Crew Chief	Clerical	Senior Landscape Architect/Barr Project Manager	Senior Landscape Architect/Designer	Principal Engineer	Senior Engineer (Civil, Water Resources, Environmental)	Water Resources Engineer	Total Hours (BMI & Barr Key Staff)	Braun Intertec	JLG Architects	Ballard*King	Total Cost
1.0	Project Initiation	2	5	3	0	1	1	0	1	1	0	0	0	0	0	4	0	4	0	0	22	\$ -	\$ -	\$ -	\$3,878
2.0	Data Collection	2	6	4	0	0	4	3	0	0	0	12	24	88	0	2	1	1	0	0	147	\$ 20,330	\$ -	\$ -	\$46,487
3.0	Central Park Needs Assessment & Analysis	4	27	10	23	1	24	29	0	0	0	0	0	0	0	25	14	39	110	112	418	\$ -	\$ -	\$ -	\$65,415
4.0	Preliminary Concept Design	13	24	34	32	0	20	20	0	0	0	0	0	0	0	34	56	10	50	0	293	\$ -	\$ -	\$ -	\$45,879
5.0	Central Park Plan Final Report	5	11	6	16	2	0	6	0	0	0	0	0	0	0	5	2	1	4	0	58	\$ -	\$ -	\$ -	\$8,915
6.0	Pavilion Expansion Feasibility	7	8	2	1	0	0	0	0	0	0	0	0	0	0	6	3	2	1	2	32	\$ -	\$ 39,400	\$ 21,500	\$66,392
7.0	Community Engagement & Meetings	16	37	8	6	0	0	21	14	32	70	0	0	0	0	6	3	2	0	0	215	\$ -	\$ -	\$ -	\$32,065
Subtotal: Phase 1 (Planning + Preliminary Design)																							\$269,031		
Total Hours		71	164	235	308	49	222	79	15	33	70	12	24	88	38	164	227	73	343	138	2353	\$ 20,330	\$ 39,400	\$ 21,500	
Average Hourly Rate		\$211	\$162	\$161	\$122	\$220	\$159	\$125	\$176	\$128	\$138	\$201	\$141	\$189	\$106	\$160	\$150	\$210	\$165	\$140					
Subtotal		\$14,981	\$26,568	\$37,835	\$37,576	\$10,780	\$35,298	\$9,875	\$2,640	\$4,224	\$9,660	\$2,412	\$3,384	\$16,632	\$4,028	\$26,240	\$34,050	\$15,330	\$56,595	\$19,320		\$ 20,330	\$ 39,400	\$ 21,500	
10.0	Optional, Add Alternatives	4	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		\$ 21,525	\$ -	\$ -	\$22,693
Total, Hourly Not-to-Exceed Fee (Phase 1 + Add Alternative)																							\$291,724		

August 1, 2024

Revised Proposal QTB200689

Mike Waltman, PE
Bolton & Menk, Inc.
12224 Nicollet Avenue
Burnsville, MN 55337

Re: Revised Proposal for a Geotechnical Evaluation and Phase I ESA
Hopkins Central Park and Pavilion Expansion
11000 Excelsior Boulevard
Hopkins, Minnesota

Dear Mr. Waltman:

Braun Intertec Corporation appreciates the opportunity to submit this revised proposal to complete a geotechnical evaluation and Phase I Environmental Site Assessment for the Hopkins Central Park and Pavilion Expansion project in Hopkins, Minnesota.

Project Information

We understand the City of Hopkins is looking at the feasibility of an expansion to the Hopkins Pavilion and site renovation of Central Park. The proposed Pavilion Expansion is assumed to be a slab-on-grade facility with one story above (using conventional foundations and steel framing) along with site improvements for Central Park to include a new soccer field, new volleyball courts, additional pickleball courts, and new proposed shade structures.

Previous Experience, Geotechnical and Environmental Information

We have completed previous projects in the area with Bolton & Menk, Inc. (BMI), in collaboration with City of Hopkins dating back to 1968. Recently, we completed a pavement evaluation in 2014 for BMI as well and an environmental screening report in 2015 for the Central Park parking lot on the northwest corner of the park for BMI.

Our work with City of Hopkins and BMI has helped us understand the current site conditions and construction challenges associated with the proposed work. We understand Central Park was built on an old landfill between 1962 and 1964. Our exploration work from 1968 indicated environmental impacts from the landfill including 'dump debris', wood, glass, rubber, paper, tin, etc.

Our 2015 environmental work took place in the Central Park parking lot in the northwest corner of the site, where we performed screening and sampling to typify soil removed for the project for offsite disposal. During our oversight of the excavations, we observed excavated debris that we identified as concrete, asphalt, glass bottles, wood, rebar, coal and miscellaneous garbage. Petroleum odors were also noted.

Base RFP Scope – Geotechnical & Environmental Scope

Our base scope will utilize previous pavement borings for the new proposed pavement work and will also incorporate 9 new soil borings for the preliminary Pavilion Expansion and Central Park site improvements.

Geotechnical Scope of Services

We propose the following tasks to help achieve the stated purpose. If we encounter unfavorable or unforeseen conditions during the completion of our tasks that lead us to recommend an expanded scope of services, we will contact you to discuss the conditions before resuming our services.

Purpose

The purpose of our geotechnical evaluation will be to characterize subsurface geologic conditions at selected exploration locations, evaluate their impact on the project, and provide geotechnical recommendations for the design and construction of pavements, central park site improvements and preliminary design information for the Pavilion Expansion.

Site Access

Based on aerial photographs, it appears that the site will require an all-terrain vehicle (ATV) drill rig equipped with hollow stem auger. We assume there will be no cause for delays in accessing the exploration locations. We are not including tree clearing, debris or obstruction removal, grading of navigable paths, or snow plowing.

Depending on access requirements, ground conditions or potential utility conflicts, our field crew may alter the exploration locations from those proposed to facilitate accessibility.

Our drilling activities may also impact the vegetation and may rut the surface to access boring locations. Restoration of vegetation and turf is not part of our scope of services.

Staking

We will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology. For purposes of linking the GPS data to an appropriate reference, we request that you provide CAD files indicating location/elevation references appropriate for this project, or give us contact information for the consultant that might have such information.

Utility Clearance

Prior to drilling or excavating, we will contact Gopher State One Call and arrange for notification of the appropriate utility vendors to mark and clear the exploration locations of public underground utilities. You, or your authorized representative, are responsible to notify us before we begin our work of the presence and location of any underground objects or private utilities that are not the responsibility of public agencies.

In addition, our fees include a budget to retain a private locate company to mark private utilities that are not the responsibility of public agencies. Upon our request, the property owner must also be available to assist the private locate company in determining the presence of any underground objects or the location of utilities. We will not be liable for any damages resulting from unidentified or misidentified underground objects or utilities. Further, we reserve the right to stop work if underground objects or utilities are suspected or known to exist, but locations cannot be accurately determined.

Soil Borings

We propose to drill nine (9) standard penetration test (SPT) borings to nominal depths of 15 to 25 feet below existing grade for the project. We will perform standard penetration tests at 2 1/2-foot vertical intervals to a depth of about 15 feet, and at 5-foot intervals at greater depths.

For areas of pavement construction, we intend to utilize previous boring information collected in 2014.

Figure 1 depicts our proposed boring locations for the Pavilion Expansion and Central Park site improvements.

Figure 1. Proposed Boring Locations

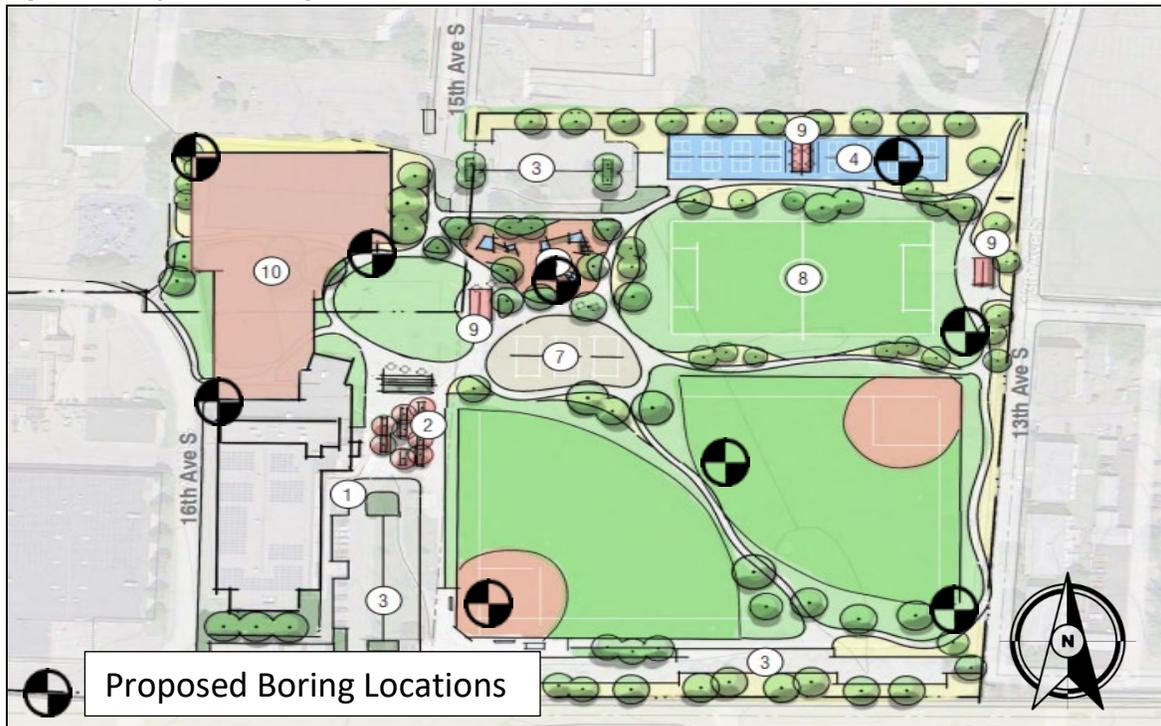


Figure collected through City of Hopkins 'Parks Concept Boards' dated May 15, 2023.

If the intended boring depths do not extend through unsuitable material, we will extend the borings at least 5 feet into suitable material at greater depths. The additional information will help evaluate such issues as excavation depth, consolidation settlement, and foundation alternatives, among others. If we identify a need for deeper (or additional) borings, we will contact you prior to increasing our total estimated drilled footage and submit a Change Order summarizing the anticipated additional effort and the associated cost, for your review and authorization.

Groundwater Measurements

If the borings encounter groundwater during or immediately after drilling of each boring, we will record the observed depth on the boring logs.

MDH Sealing Record

We are planning the deepest borings to be at least 15 feet and less than 25 feet. Therefore, the Minnesota Statutes require us to complete a Sealing Record after our completion of the borings. Our proposal includes the fees for the Minnesota Department of Health (MDH) Sealing Record.

In the event we extend our borings to a depth of 25 feet or greater, the MDH requires us to complete and submit a Sealing Notification Form for the project. The submission of the Sealing Notification Form will require a signature from the property owner (or agent). If we extend our borings to a depth of 25 feet or greater, we will forward on to you a copy of the form for signature and increase our total fees by \$100.

Borehole Abandonment

We will backfill our exploration locations immediately after completing the drilling at each location. Minnesota Statutes require sealing temporary borings that are 15 feet deep or deeper. Based on our proposed subsurface characterization depths, we will seal 75 linear feet of borehole with grout. Our lump sum fee includes those fees associated with the sealing.

Sealing boreholes with grout will prevent us from disposing of auger boring cuttings in the completed boreholes. Unless you direct us otherwise, we intend to thin-spread the cuttings around the boreholes.

Over time, subsidence of borehole backfill may occur, requiring releveling of surface grades or replacing bituminous or concrete patches. We are not assuming responsibility for re-leveling or re-patching after we complete our fieldwork.

Sample Review and Laboratory Testing

We will return recovered samples to our laboratory, where a geotechnical engineer will visually classify and log them. To help classify the materials encountered and estimate the engineering properties necessary to our analyses, we have budgeted to perform the following laboratory tests.

Table 1. Laboratory Tests

Test Name	ASTM Test Method	Purpose
Moisture content	D2216	Soil classification, moisture condition, and engineering properties
Percent passing #200 sieve	D1140	Soil classification, and evaluate frost susceptibility
Organic content	D2974	Evaluate suitability of soils for reuse

We will determine the actual laboratory testing for the project depending on the encountered subsurface conditions. If we identify a laboratory testing program that exceeds the budget included in this proposal but provides additional value to the project, we will request authorization for the additional fees through a Change Order.

Engineering Analyses

We will use data obtained from the subsurface exploration and laboratory tests to evaluate the subsurface profile and groundwater conditions, and to perform engineering analyses related to structure and pavement design and performance.

Report

We will prepare a report including:

- A sketch showing the exploration locations.
- Logs of the borings describing the materials encountered and presenting the results of our groundwater measurements and laboratory tests.
- A summary of the subsurface profile and groundwater conditions.
- Discussion identifying the subsurface conditions that will impact design and construction.
- Discussion regarding the reuse of on-site materials during construction.
- Recommendations for preparing structure and pavement subgrades, and the selection, placement and compaction of fill.
- Preliminary recommendations for design and construction of the proposed pavilion addition.

We will only submit an electronic copy of our report to you unless you request otherwise. At your request, we can also send the report to additional project team members.

Schedule

We anticipate performing our work according to the following schedule.

- Drill Rig Mobilization – Scheduled for September 16th and 17th, provided we receive written authorization by no later than August 26th, 2024.
- Field Exploration – 2 days on site to complete the soil borings.
- Classification and Laboratory Testing – Within 1 week after completion of field exploration.
- Preliminary Results – Within 1 week after completion of field exploration.
- Draft Report Submittal – Within about 3 weeks after completion of field exploration.
- Final Report Submittal – Within 5 days of receiving comments on the draft report and depending on the complexity of the comments.

If we cannot complete our proposed scope of services according to this schedule due to circumstances beyond our control, we may need to revise this proposal prior to completing the remaining tasks.

Environmental Scope of Services

Environmental Task 1 – Phase I Environmental Site Assessment (ESA)

Braun Intertec will conduct a Phase I ESA of the Site in accordance with ASTM International (ASTM) Practice E1527-21 and 40 Code of Federal Regulations (CFR) Part 312, which is the recognized industry standard defining good commercial and customary practice for conducting all appropriate inquiry (AAI) into the previous ownership and uses of the Site consistent with the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). The intent of this practice is intended to permit a user to satisfy one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on CERCLA liability. The purpose of the Phase I ESA will be to identify recognized environmental conditions in connection with the subject property.

The Phase I ESA will include a government and historical records review, site reconnaissance, interviews, and data evaluation. The results of the Phase I ESA will be summarized in a written report. So that they may be identified within the report, the user must supply the names of all parties intending to rely on the executed service and subsequent report. Additional reliance may be obtained at the discretion of Braun Intertec.

In order to satisfy the requirements of AAI, the user bears specific responsibilities for satisfying certain components of the environmental inquiry. The E1527-21 Practice provides a User Questionnaire which outlines the information that the user must provide (if available) to the Environmental Professional. The User Questionnaire, attached to this proposal, should be completed and returned to Braun Intertec so that the information can be included in the report.

The results of the Phase I ESA will be summarized in a written report documenting information sources used, findings and conclusions, and the professional opinion of Braun Intertec regarding the impact of any potential environmental concerns in connection with the Site. Appendices to the report will include copies of available historical information (e.g., fire insurance maps, aerial photographs, etc.). A draft copy of the Phase I ESA will be issued electronically for review and comment. Upon receipt of comments, Braun Intertec will issue the final Phase I ESA report.

Only an electronic copy of the Phase I ESA report will be submitted to you unless you request otherwise.

Optional Alternative Scope – Environmental Services

As noted in our base scope section, we understand that Central Park was previously a landfill site. Given the site history, we have provided an optional services to perform environmental work to identify specific environmental concerns regarding the existing in-place material.

Environmental Task 2 – Environmental Oversight of Geotechnical Soil Borings

Soil Screening

Soil samples from the soil borings will be visually and manually classified in the field by an environmental technician using ASTM D2488 “Standard Practice for Description and Identification of Soils (Visual-Manual Procedures).” Field personnel will examine soil samples for unusual staining, odors, and other apparent signs of contamination. In addition, the soil samples will be screened for the presence of organic vapors using a photoionization detector (PID). The PID will be equipped with a 10.6-electron-volt lamp and calibrated to an isobutylene standard. The PID will be used to perform a headspace method of field analysis as recommended by the Minnesota Pollution Control Agency (MPCA) and in accordance with Braun Intertec Standard Operating Procedures (SOPs).

Soil Sampling and Analytical Testing

Soil samples will be collected from the soil borings for laboratory analysis in accordance with Braun Intertec SOPs. Soil samples will be collected from depth intervals in the unsaturated zone where indications of contamination are observed in the field. If no indications of contamination are observed, the soil samples will be collected from depths most likely to be impacted based on the potential contaminant source. The budget for this task assumes that up to 12 soil samples will be submitted to Pace Analytical Services (Pace) of Minneapolis, Minnesota and analyzed for a combination of the following parameters:

- Volatile organic compounds (VOCs) using United States Environmental Protection Agency (EPA) Method 8260.
- Polycyclic aromatic hydrocarbons (PAHs) using EPA Method 8270.
- Diesel range organics (DRO) using the Wisconsin Department of Natural Resources (WDNR) Method.
- Eight Resource Conservation and Recovery Act (RCRA) metals using EPA Methods 6010 and 7471.

Reporting

Verbal results of the environmental monitoring will be provided to you as they become available. Upon completion of the on-Site work and receipt of laboratory analytical results, a report will be prepared detailing the methods, results, and conclusions/recommendations. A draft copy of the report will be forwarded to you prior to report finalization. Only an electronic copy of the Braun Intertec environmental monitoring report will be submitted to you unless you request otherwise.

Environmental Task 3 – Environmental Cleanup Grant Application Assistance

Braun Intertec will assist Bolton & Menk, Inc. in determining which environmental cleanup grants may be available for this project. The grant sources that will be explored will include DEED, Met Council, and Hennepin County.

Environmental Task 4 – Soil Vapor Assessment

Objective of Soil Vapor Assessment

The objective of the soil vapor assessment is to evaluate the Site for potential soil vapor intrusion risks to the existing and proposed structures at the Site. The proposed soil vapor assessment includes six soil vapor samples to be collected from the vicinity of those existing and proposed structures.

Soil Vapor Sampling and Analytical Testing

Six soil vapor probes will be advanced on the Site using a hydraulically-driven push-probe rig to a depth of 5 feet bgs and then retracted to a depth of 3 feet bgs. New, inert tubing will be attached to the top of the downhole sampler and the sampling point and tubing will be purged with a hand pump to remove two volumes of air prior to sample collection. Following purging, organic vapor concentrations will be screened with a PID and the value recorded. The soil vapor samples will then be collected using laboratory-supplied negative pressure air-sample collection canisters (6-liter or 1-liter canisters) equipped with 200 milliliter per minute (mL/min) flow restrictors in accordance with the MPCA guidelines and in accordance with Braun Intertec SOPs. Following sample collection, the temporary sampling point will be removed from the borehole and the borehole will be sealed in accordance with MDH guidelines.

The soil vapor samples will be submitted to Pace National of Mount Juliet, Tennessee and analyzed for VOCs using EPA Method TO 15.

Reporting

Verbal results of the soil vapor sampling will be provided to you as they become available. Upon completion of the on-Site work and receipt of laboratory analytical results, the methods, results, and conclusions/recommendations will be included in the report also documenting the environmental oversight of the geotechnical soil borings detailed above.

Fees

We will furnish the services described in this proposal for a lump sum fee of **\$20,330**. Table 2 provides a breakdown of the proposed fees for the base RFP scope.

If the optional scope is selected, we will furnish the services described in this proposal for a lump sum fee of **\$21,525**. Table 3 provides costs for the optional scope.

Table 2. Proposed Fee Breakdown

Service	Fee
Geotechnical Scope	
Staking and Utility Coordination	\$1,570
Subcontracted – Private Utility Locator	300
Drilling	8,865
Laboratory Testing	1,750
Engineering & Reporting	\$4,860
Geotechnical Subtotal	\$17,345
Environmental Scope	
Task 1 – Phase I Environmental Site Assessment	\$2,985
Environmental Subtotal	\$2,985
Project Total	\$20,330

Table 3. Proposed Fee Breakdown for Optional Scope Add

Service	Fee
Environmental Scope	
Task 2 – Environmental Oversight of Geotechnical Soil Borings	\$12,995
Task 3 – Environmental Cleanup Grant Application Assistance	1,080
Task 4 – Soil Vapor Assessment	7,450
Optional Environmental Scope Total	\$21,525

Our work may extend over several invoicing periods. As such, we will submit partial progress invoices for work we perform during each invoicing period.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. Please sign and return a copy to us in its entirety.

We based the proposed fee on the scope of services described and the assumptions that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of the Subconsultant Master Agreement for Professional Services dated January 1, 2021.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please Zach Semlak at 651.788.5071 (zsemlak@braunintertec.com) for geotechnical related questions or Jeff Arndt at 952.995.2433 (jarndt@braunintertec.com), for environmental related questions.

Sincerely,
BRAUN INTERTEC CORPORATION



Zachary T. Semlak
Staff Engineer



Jeffrey A. Arndt, PG
Project Scientist



Imants Pone
Manager, Senior Scientist



Joshua L. Kirk, PE
Director, Senior Engineer

Attachment:
ASTM Practice E1527-21 User Questionnaire

The revised proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

ASTM Practice E1527-21 User Questionnaire

Site: Hopkins Central Park and Pavilion Expansion
11000 Excelsior Boulevard
Hopkins, Minnesota

Name: _____ **Date:** _____

Company: _____

In order to qualify for one of the Landowner Liability Protections (LLPs) offered by the Small Business Liability Relief and Brownfields Revitalization Act of 2002 (the “Brownfields Amendment”), the User must conduct the following inquiries. The User should provide the following information to the environmental professional. Failure to conduct these inquiries could result in a determination that “all appropriate inquiries” is not complete.

(1) Environmental cleanup liens that are filed or recorded against the *property*.

The types of title reports that may disclose environmental liens include Preliminary Title Reports, Title Commitments, Condition of Title, and Title Abstracts. Chain-of-title reports will not normally disclose environmental liens. Did a search of *recorded land title records* (or judicial records where appropriate) identify any environmental cleanup liens filed or recorded against the *property* under federal, tribal, state or local law?

(2) Activity and use limitations (AULs) that are in place on the *property* or that have been filed or recorded against the *property*.

The types of title reports that may disclose AULs include Preliminary Title Reports, Title Commitments, Condition of Title, and Title Abstracts. Chain-of-title reports will not normally disclose AULs. Did a search of *recorded land title records* (or judicial records where appropriate) identify any AULs, such as *engineering controls*, land use restrictions, or *institutional controls* that are in place at the *property* and/or have been filed or recorded against the *property* under federal, tribal, state or local law?

(3) Specialized knowledge or experience of the person seeking to qualify for the LLP.

Do you have any specialized knowledge or experience related to the *property* or nearby properties? For example, are you involved in the same line of business as the current or former *occupants* of the *property* or an adjoining *property* so that you would have specialized knowledge of the chemicals and processes used by this type of business?

(4) Relationship of the purchase price to the fair market value of the *property* if it were not contaminated.

Does the purchase price being paid for this *property* reasonably reflect the fair market value of the *property*? If you conclude that there is a difference, have you considered whether the lower purchase price is because contamination is known or believed to be present at the *property*?

(5) Commonly known or *reasonably ascertainable* information about the *property*.

Are you aware of commonly known or *reasonably ascertainable* information about the *property* that would help the *environmental professional* to identify conditions indicative of releases or threatened releases? For example,

(a) Do you know the past uses of the *property*? If so, please explain.

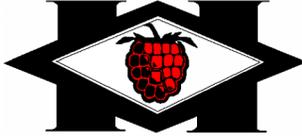
(b) Do you know of specific chemicals that are present or once were present at the *property*? If so, please explain.

(c) Do you know of spills or other chemical releases that have taken place at the *property*? If so, please explain.

(d) Do you know of any environmental cleanups that have taken place at the *property*? If so, please explain.

(6) The degree of obviousness of the presence or likely presence of contamination at the *property*, and the ability to detect the contamination by appropriate investigation.

Based on your knowledge and experience related to the *property*, are there any *obvious* indicators that point to the presence or likely presence of contamination at the *property*? If so, please explain.



CITY OF HOPKINS

Public Works Dept.

City Council Report 2024-108

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Eric Klingbeil, PE, City Engineer

Date: September 10, 2024

Subject: Order Feasibility Report – Central Avenues Improvements, City Project
2024-10

RECOMMENDED ACTION

MOTION TO Adopt Resolution 2024-056 ordering the preparation of a feasibility report for the Central Avenues Improvements and authorizing Mayor and City Manager to enter into an agreement with Bolton and Menk, Inc. to prepare the report.

OVERVIEW

At the September 3, 2024 City Council meeting the Central Avenues Phase 2 Scoping Study Report, ordered by Council at the April 16, 2024 City Council Meeting, was presented. At that meeting, staff was directed to prepare to begin to prepare to order a feasibility report in accordance with Option A in the report.

To complete the Feasibility Report, staff has selected a qualified consultant. Much of the work required for the Feasibility Report was completed for the Scoping Study Report. The cost of Feasibility Report is \$79,639.

Final design and construction observation and administration services will be negotiated separately after the feasibility report phase and the councils ordering of the improvement project.

By moving forward with feasibility, no commitment to additional project phases is made. Ordering feasibility does not authorize the project. Conducting a public improvement hearing and ordering final plans will be Council action items at a future meeting.

SUPPORTING INFORMATION

- Consultant Proposal
- Resolution 2024-056

**CITY OF HOPKINS
HENNEPIN COUNTY, MINNESOTA**

RESOLUTION 2024-056

**RESOLUTION ORDERING THE PREPARATION OF A FEASIBILITY REPORT FOR
CENTRAL AVENUES IMPROVEMENTS
CITY PROJECT 2024-10**

WHEREAS, the following streets are in need of reconstruction: 9th Avenue N from 1st Street N to 3rd Street N, 10th Avenue N from 1st Street N to 4th Street N, 11th Avenue N from 1st Street N to Minnetonka Mills Road, 12th Avenue N from 1st Street N to Minnetonka Mills Road, 13th Avenue N from the regional trail N to Minnetonka Mills Road, 2nd Street N from 8th Avenue N to 12th Avenue N, 3rd Street N from 9th Avenue N to 15th Avenue N, and 4th Street N from 9th Avenue N to 10th Avenue N and 11th Avenue N to 12th Avenue N; and

WHEREAS, City Staff is requesting that these streets be upgraded under the City's assessment policy even though no petition for the upgrade has been submitted; and

WHEREAS, The first step in the assessment procedure is the order of a feasibility report,

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Hopkins hereby refers the proposed improvements to the firm Bolton and Menk, Inc. for study and that they be instructed to report to the Council with all convenient speed advising the Council in a primary way as to whether the proposed improvement is necessary, cost-effective, and feasible and as to whether it should best be made as proposed or in connection with some other improvement, and the estimated cost of the improvement as recommended.

Adopted by the City Council of the City of Hopkins this 10th day of September, 2024.

By: _____
Patrick Hanlon, Mayor

ATTEST:

Amy Domeier, City Clerk



**BOLTON
& MENK**

Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

Ph: (952) 890-0509
Fax: (952) 890-8065
Bolton-Menk.com

August 30, 2024

Mr. Eric Klingbeil, P.E., City Engineer
City of Hopkins

RE: Proposal for Professional Engineering Services
Central Avenues Improvements Phase 2: Feasibility Study & Preliminary Engineering
City of Hopkins, Minnesota

Dear Mr. Klingbeil:

We are pleased to offer you our proposal for professional engineering services for the feasibility and preliminary engineering phase of the City of Hopkins' Central Avenues Improvements Phase 2, following our completion of the Project Scoping Study. We understand the City's continued desire to reduce capital spending and focus its limited resources on necessary, cost-effective improvements. Like the Project Scoping Study achieved, our proposed scope of work has been laid out to target cost efficiencies for the Central Avenues Phase 2 Improvements.

Our proposed fee for the feasibility and preliminary engineering phase of this project is \$79,639 for 398 proposed hours of labor and efforts by specialized subconsultants. In addition to our feasibility study, geotechnical work will be performed by Braun Intertec to collect additional data on the underlying soil conditions for potential stormwater management efforts, and benefit appraisals will be provided by BRKW for one commercial property and one unique duplex property within the project area.

As a part of this proposal, we have described our project understanding, work scope details, and a summary of our estimated fees below.

PROJECT UNDERSTANDING

We understand City Staff will be recommending to Council that a feasibility report is ordered for two-year street and utility improvements project to start construction in 2025. The following streets and respective underlying utilities in the Central Avenues neighborhood are anticipated to be included in the feasibility report:

Street and Utility Reconstruction:

- 9th Avenue N, 1st Street N to 3rd Street N
- 10th Avenue N, 1st Street N to 4th Street N
- 11th Avenue N, 1st Street N to Minnetonka Mills Rd
- 12th Avenue N, 1st Street N to Trunk Highway 7
- 13th Avenue N, southern dead end by Maetzold Field to South Service Dr
- 3rd Street N, 9th Avenue N to 11th Avenue N
- 4th Street N, 9th Avenue N to 10th Avenue N
- 4th Street N, 11th Avenue N to 12th Avenue N

Pavement Resurfacing:

- 2nd Street N, 8th Avenue N to 12th Avenue N
- 3rd Street N, 11th Avenue N to 15th Avenue N

A map of the project area is attached showing streets proposed for full reconstruction and streets proposed for pavement resurfacing, along with existing and proposed street widths. Bolton & Menk will complete a feasibility report and preliminary design efforts for these streets within the Central Avenues neighborhood.

SCOPE OF WORK

In accordance with the City's request, Bolton & Menk proposes to complete the following scope of work to accomplish the goals described in the Project Understanding section. The tasks below are a continuation of Tasks 1 through 3 for the Scoping Study phase of the project, starting with an increased scope for Task 3.

Task 3: Contracted Services by Others

Up to five (5) additional soil borings will be collected by Braun Intertec for the purposes of evaluating potential stormwater management options for the project improvements, including along 12th Ave N and a location yet to be determined by City and Bolton & Menk Staff. The borings will be provided for Bolton & Menk to evaluate the underlying soil conditions and the feasibility of different stormwater management applications. Boring logs will be provided with no official report from Braun Intertec.

BRKW will perform two special benefit appraisals for the commercial property at 901 1st St N and the unique duplex property at 405 10th Ave N. These benefit appraisals will supplement the special assessment calculations and confirm final special assessment amounts for these non-residential and/or atypical properties within the project area. The benefit appraisals by BRKW will not be available in time to include in the feasibility report, but ordering them at this time will make them available prior to the approval of the final plans, bidding, and adoption of the final assessment roll. Calculated assessments based on the City policy would be used for these properties on the preliminary assessment roll in the feasibility report in the meantime.

Task 4: Feasibility Study and Report

In general, the feasibility report will be a continuation of the project scoping study report, with much of the same content, and include an assembly of existing conditions, discussion of needs for improvement, preliminary design recommendations and resulting proposed conditions, preliminary estimated costs, and a preliminary assessment roll. A more detailed description of the development of these items is as follows.

Preliminary Stormwater & Permitting Analysis

Efforts put forth under Task 4 will also include a pipe capacity analysis of the storm sewer within the project area, including further development of the City-wide storm sewer network model, to gauge the need for storm sewer improvements to be completed with the proposed street reconstruction. From these findings, preliminary design of recommended drainage improvements will be developed for the roadway corridors. The City's updated municipal storm water (MS4) permit and Nine Mile Creek Watershed District (NMCWD) requires that storm water management is implemented when the area of impervious surface being reconstructed surpasses a certain threshold, which is anticipated to occur for

this project area. Preliminary sizing and types of permanent storm water management features at various locations were discussed with City Staff during the scoping study phase, and we would continue these conversations with City Staff and facilitate a meeting with NMCWD to review options and confirm expectations for stormwater management in the project area.

Collection and Review of Record Drawings, Preliminary Street/Utility Recommendations

Bolton & Menk, Inc. has reviewed existing conditions and record drawings throughout the project area and made street and utility improvement recommendations to City Staff as part of the Project Scoping Study Report. Bolton & Menk will plan to meet with City Staff during preliminary design and production of the feasibility report to confirm all proposed improvements for the project.

Street Width Evaluation

Bolton & Menk, Inc. has evaluated street widths with City Staff as part of the Project Scoping Study Report and will confirm these street widths during a meeting with City Staff prior to completion of the feasibility report.

Field Survey of Site Conditions

Bolton & Menk, Inc. has completed a topographic survey and drone flight for aerial imagery of the project area to be used for preliminary and, eventually, final design. Bolton & Menk will also capture street view images with a 360-degree camera for existing pre-construction site conditions including, but not limited to, driveway and sidewalk pavement, trees, walls, and landscaping.

Preliminary Cost Estimating & Assessment Rolls

Bolton & Menk, Inc. has prepared itemized preliminary cost estimates for the proposed improvements throughout the project area as part of the Project Scoping Study Report. These preliminary estimates have been split by individual City funding sources and individual streets. Bolton & Menk will refine the preliminary cost estimates for any project scope changes and adjustments to the proposed improvements throughout the preliminary design process.

Preliminary estimates will be used along with any available plat information to prepare preliminary assessment rolls for the street and utility reconstruction project areas based on the City assessment policy, including the following methods as applicable per policy:

- Front footage basis with applicable cap amounts for residential properties
- Benefit Appraisals for non-residential properties and unique properties
 - 901 1st St N
 - 405 10th Ave N
- Unit basis for side street improvements that do not put properties above the front cap amount

Our efforts will include reviewing assessment practices on past projects to apply to some uniquely positioned properties within the project area or properties that have been assessed for adjacent street reconstruction improvements in recent years. A preliminary assessment role will be developed and included in the feasibility report documenting the proposed properties to receive assessments and estimated assessment amounts.

Public Engagement & Meetings

As with all public improvement projects of this scale, public engagement is a valuable method for gathering information and opinions. Soon after a feasibility report is ordered by Council, Bolton & Menk will prepare and distribute a neighborhood questionnaire form. We will review the results of the

questionnaires and include the results in the feasibility report. Bolton & Menk will also distribute invitations to and facilitate two neighborhood meetings for discussion about the project during this project feasibility phase:

- The public meetings are anticipated to be held in-person at City Hall, and a virtual option could also be provided to residents for one or both meetings if desired by City Staff. A presentation of the public meeting will also be posted to the City and/or Bolton & Menk’s website for those that do not want to attend an in-person meeting.
- At the first neighborhood meeting (prior to distribution of individual preliminary assessment amounts), the intended focus of discussion will be:
 - Communicating the proposed improvements to residents
 - Collecting input from residents and business owners to consider as part of the scope of the project (i.e. drainage issues or other infrastructure deficiencies), including collecting questionnaires if not already mailed or emailed back to the project team.
 - Communicating the assessment policy and how assessments are to be applied. At future meetings more detail will be provided on example assessment calculations and payment schedules, however at this meeting focus will more so be on collecting input on items affecting the scope of the improvements and communicating to attendees what to expect in terms of the preliminary proposed project scope.
- At the second neighborhood meeting (after distribution of individual preliminary assessment amounts), the intended focus of discussion will be:
 - Revisiting the proposed improvements, including an overview of elements that may have changed since the first neighborhood meeting based on public input or other rationale.
 - Revisiting the assessment policy and how assessments are to be applied.
 - Providing sample calculations of preliminary assessment amounts and communicating the influences that may impact the assessment amounts before final assessments are determined (as bid unit prices, benefit appraisals, etc.).
 - Fielding resident questions and concerns prior to and in preparation for the public improvement hearing at the City Council Meeting.

Bolton & Menk will prepare and deliver presentations on the proposed improvements and preliminary estimated assessments at the neighborhood meetings and at two City Council meetings upon request, including attendance at the meeting where the public improvement hearing is ordered and at the meeting where the hearing is conducted.

Feasibility Report Document

The results of the feasibility study including descriptions of the existing infrastructure, proposed improvements, estimated costs, preliminary assessment roll, preliminary figures illustrating proposed improvements atop the underlying existing conditions, and proposed project schedule will be detailed in a written report in form and quality similar to the 2024 Central Avenues Improvements feasibility report.

SCHEDULE

The schedule presented below illustrates a streamlined schedule to allow City Staff to make recommendations and order final plans and specifications from Council with enough time to develop said plans and specifications for bidding a project to start construction in 2025, if that is what is decided by Council.

Council Orders Feasibility Report..... September 10, 2024

Mail Questionnaires and Neighborhood Meeting Invites September 11-13, 2024

Meeting with City Staff – Confirm Proposed Improvements September 16-20, 2024

Meeting with NMCWD – Stormwater Management Discussion September 16-20, 2024

Neighborhood Meeting 1 October 2, 2024

Council Set Public Hearing Date / Present Feasibility Report October 15, 2024

Neighborhood Meeting 2 November 6, 2024

Present Feasibility Report / Conduct Public Hearing

Council Orders Final Plans & Specifications November 12, 2024

The following is a preliminary schedule for final design and construction in 2025/2026 if ordered by Council. These tasks are not included in the scope of this proposal and is subject to change based on outcomes of the feasibility phase:

Meeting with City Staff – Review Draft PlansLate December 2024/January 2025

Approve Final Plans & Specifications /

Authorize Advertisement for Bids February 4, 2025

Bid Opening March 7, 2025

Council Sets Public Assessment Hearing Date March 18, 2025

Neighborhood Meeting 3..... Early April 2025

Council Accepts Bids / Conduct Public Assessment Hearing /

Adopt Assessment Roll / Award Bid April 15, 2025

Construction May 2025 – November 2026

ESTIMATED FEES

Bolton & Menk proposes to complete the above scope of work for Task 3 and Task 4 on an hourly basis for a not to exceed hourly fee of \$79,639. A breakdown of the estimated fees by task is as follows:

Task 3	Contracted Services by Others	\$ 14,795
Task 4	Feasibility Study and Report	<u>\$ 64,844</u>
<u>Total Estimated Fee</u>		<u>\$ 79,639</u>

If you find this proposal satisfactory, your signature of this proposal will constitute acceptance of the terms outlined and your authority for us to proceed. Please contact us if you wish to discuss this proposal. We look forward to providing these professional engineering services to the City of Hopkins and appreciate your continued consideration of Bolton & Menk, Inc.

Sincerely,

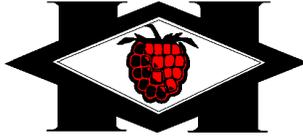
BOLTON & MENK, INC.



Nick Amatuuccio, P.E.
Senior Associate Project Manager

Cc: Mike Waltman, P.E., Principal Engineer & Burnsville Office Manager

Accepted By: _____ Date: _____



CITY OF HOPKINS

Finance Department

Memorandum

To: Honorable Mayor and Council Members
Mike Mornson, City Manager

From: Nick Bishop, Finance Director

Date: September 10, 2024

Subject: Second Quarter Financial Report

A full presentation of the second quarter operating results will be given at the City Council meeting.