



AGENDA ITEM #5.1

REPORT TO CITY COUNCIL

Report Prepared by: Nancy Malecha

Date: September 3, 2019

Subject: Cooperative Community Enhancement Project

Report: At the August 20th Economic Development Commission Meeting, the EDC recommended the Council consider a proposal from ICS Consulting Inc. regarding a sports field complex and community use facility in the Heart of the Good Life Development. Jeff Schiltz and Nathan Norton from ICS Consulting will be in attendance to provide a presentation to the Council explaining the project background, ideas, process timeline, and the attached Project Planning and Implementation Agreement for your consideration.

Council Action Requested: Council consideration of the Project Planning and Implementation Agreement with ICS Consulting Inc. in the amount of \$20,000 regarding a sports field complex and community use facility in the Heart of the Good Life Development.

8-27-2019

ICS-Consulting – City of Pequot Lakes
Project Planning and Implementation Agreement

PHASE I – Project Creation and Plan Development

1.0 Listening Workshops:

1.1 ICS shall facilitate a series of Listening Sessions with key stakeholder groups to gather their input. During the workshops, participants will provide ideas and help to prioritize using a variety of ICS's tools. The output of these meetings is to define a collective vision for the City. ICS includes three to five (5-7) total listening sessions as part of this agreement. (City Council & City Administration, Chamber of Commerce, School Board & Administration, community at large, community civic groups).

2.0 Data Gathering, Concept Planning and Analysis

Data gathering, concept planning and analysis during the Concept Planning Phase will focus on the following areas as needed and agreed to by ICS and the City:

- Communications Planning
- Concept planning with options and budgets - Including
 - Review of previous studies
 - Documentation of concepts from planning group
 - Feasibility analysis for concepts/ideas from listening sessions
- Land use review
- Zoning requirements

To help control costs during the Concept Planning Phase, the City agrees to provide access to City personnel and any internal information to the extent permitted by the law. To keep costs down, it is both ICS and the City's intent to utilize past land and facility assessment information as part of the Concept Planning Phase.

3.0 Deliverable: A comprehensive report with ideas/concepts/options along with budgets and supporting documentation.

Plan Development

Utilizing the past and updated reports generated from 2.0 above, ICS will assist the City to formulate its Facility Plan. It is expected the Plan shall be objective and identify potential financial resources necessary to execute it. ICS's services during Phase I shall include:

1.0 Presentation and Revision of Preliminary Plans

- 1.1 Identify needs including cost estimates
- 1.2 If new or replacement facilities are desired, provide budgets and justification
- 1.3 Prepare financial solutions, including identification of funding sources
- 1.4 Based on feedback, provide recommendations and revise plans, as needed

2.0 Communication

- 2.1 Facilitate City Council and/or Community Work Sessions
- 2.2 Supporting the City with local media/communications as needed
- 2.3 Provide updates to the City Council, as requested
- 2.4 Assist the City in establishing a Steering Committee
- 2.5 Assist the Steering Committee in establishing a strategy to move the “Preliminary Plan” forward.
- 2.6 Provide updates and information as necessary for the Steering Committee

Once a preliminary Facility plan (“Preliminary Plan”) is developed, ICS and the City may provide formal opportunities for the community to review and comment on the Preliminary Plan. Ultimately, the outcome of Phase I will be a Facility Plan the Council can act on. It is expected the City Council will officially consider the plans by December 2019.

3.0 ICS Deliverables during Phase I Plan Development shall include:

3.1 Deliverables included:

A Plan that the City Council can act on with a financial solution.

3.2 Deliverables NOT included:

Full renderings and/or scale models are NOT included.

Full engineering and architectural drawings are NOT included.

4.0 Compensation

Fees for Phase I Project Creation and Plan Development = \$20,000 (originally \$30,000 - \$7,000 reduction per Nathan Norton time donation, \$3,000 (10% off) due to ICS/Sourcewell partnership)) per following payment schedule:

- 50% payment October 2019
- 50% payment March of 2020

If any sort of Referendum is called

- 1.0 Upon City Council approval, ICS will assist the City to communicate the facility plan to the public prior to the election date.

PHASE II – Implementation/Construction

Implementation/Construction

1.0 Renovations and updates included in the Facility Plan may begin immediately following Council/Voter approval. As the owner’s partner for the Plan, ICS may utilize the services of sub consultants. The City will have the right to reject the selection of these or any sub-consultants. As part of this agreement, the City will utilize ICS for professional services as described below:

2.0 Professional Services

2.1 Upon Development of the final project scope and schedule, ICS proposes to provide construction phase representation services with compensation to be structured as a lump sum fixed fee. Our role during this phase of the process is to provide full program management services including design, construction management, and commissioning. This lump sum fixed fee will be finalized with the City following determination of the project scope and timeline.

2.2 Professional services do not include competitively bid construction contracts. Construction contracts will be entered by the City directly with contractors utilizing Minnesota procurement statutes for competitive bidding requirement.

3.0 Compensation

3.1 It is the intent of both parties that fees for Phase II services for plan implementation, if the City Council proceeds forward with a project as a result of the process, will be negotiated by both parties. ICS and the City will utilize standard AIA contract documentation as the basis of the Phase II contracts, and both parties agree to negotiate in good faith for final fee percentages and terms and conditions based utilizing the fee chart below as a basis of negotiation.

4.0 Typical industry standard fees are in the following range of total project budget:

	Typical Design Fee	Typical Project Management Fee	General Conditions/Reimbursable
Heavy renovation/remodeling	7.5% - 9.5%	2.5% - 3.5%	See below
Light renovation/remodeling	6.5% - 8.5%	2.5% - 3.5%	See below
Additions	6.5% - 8.5%	2.5% - 3.5%	See below

New Construction	5.5% - 7.5%	1.5% - 3%	See below
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General Conditions Reimbursable Compensation for Construction

Site services (full-time supervision and project management) costs are based on duration and scope of the project. These services will be estimated once the final scope and schedule is determined and billed as reimbursable costs according to the following rate schedule:

DESCRIPTION	HOURLY RATE (\$/HOUR)
Construction Executive	\$155.00
Project Director	\$140.00
Project Manager (Blended Rate – PM 1,2,3)	\$115.00
Superintendent	\$110.00
Project Engineer	\$85.00
Project Administration	\$65.00
Design Team (Architects, Engineers etc.)	Based on Design Teams Current Rate Schedule

ICS will develop a lump-sum amount for these services in conjunction with the City as the project scope is finalized.

OWNER (Signature)

ICS (Signature)

(Printed name and title)

Mr. Jeffery G. Schiltz, Managing Partner

(Printed name and title)

(Date)

(Date)