

Agenda
Housing and Redevelopment Authority Meeting
City of Edina, Minnesota
Edina City Hall Council Chambers
Immediately Following City Council Meeting
Tuesday, September 19, 2017
7:00 PM

- I. Call to Order
- II. Roll Call
- III. Approval of Meeting Agenda
- IV. Community Comment

During "Community Comment," the Housing and Redevelopment Authority (HRA) will invite members of the audience to share new issues or concerns that haven't been considered in the past 30 days by the HRA or which aren't slated for future consideration. Individuals must limit their comments to three minutes. The Chair may limit the number of speakers on the same issue in the interest of time and topic. Generally speaking, items that are elsewhere on tonight's agenda may not be addressed during Community Comment. Individuals should not expect the Commissioners to respond to their comments tonight. Instead the HRA might refer the matter to staff for consideration at a future meeting.

- V. Adoption of Consent Agenda

All agenda items listed on the consent agenda are considered routine and will be enacted by one motion. There will be no separate discussion of such items unless requested to be removed from the Consent Agenda by a Commissioner of the HRA. In such cases the item will be removed from the Consent Agenda and considered immediately following the adoption of the Consent Agenda. (Favorable rollcall vote of majority of HRA Commissioners present to approve.)

- A. Approve Minutes of June 20, 2017 Work Session and September 6, 2017 Regular HRA Meeting

- VI. Request for Purchase: Owner's Representative for North Ramp Expansion
- VII. Adjournment

The Edina Housing and Redevelopment Authority wants all participants to be comfortable being part of the public process. If you need assistance in the way of hearing amplification, an interpreter, large-print documents or something else, please call 952-927-8861 72 hours in advance of the meeting.



Edina Housing and Redevelopment
Authority
Established 1974

CITY OF EDINA
HOUSING & REDEVELOPMENT
AUTHORITY
4801 West 50th Street
Edina, MN 55424
www.edinamn.gov

Date: September 19, 2017

Agenda Item #: IV.A.

To: Chair & Commissioners of the Edina HRA

Item Type:
Minutes

From: Debra A. Mangen, City Clerk

Item Activity:
Action

Subject: Approve Minutes of June 20, 2017 Work Session and
September 6, 2017 Regular HRA Meeting

ACTION REQUESTED:
Approve minutes.

INTRODUCTION:

ATTACHMENTS:

Draft June 20, 2017 HRA Work Session Minutes

Draft September 6, 2017 Regular HRA Meeting Minutes

**MINUTES
WORK SESSION
OF THE EDINA HOUSING AND REDEVELOPMENT AUTHORITY
JUNE 20, 2017
5:30 P.M.**

I. CALL TO ORDER

Chair Hovland called the HRA meeting to order at 5:38 p.m.

II. ROLL CALL

Answering rollcall were Commissioners Brindle, Fischer, Staunton, Stewart and Chair Hovland.

Edina City Staff attending the meeting: Debra Mangen, City Clerk; Chad Millner, Engineering Director; Chante Mitchell, City Management Fellow; Scott Neal, City Manager/Executive Director; Bill Neuendorf, Economic Development Manager; Lisa Schaefer, Assistant City Manager; AND Cary Teague, Community Development Director. Also attending: Jay Lindgren, Dorsey & Whitney; and Nick Anhut, Ehlers Associates.

III. MOTION TO CLOSE MEETING

Motion by Commissioner Stewart seconded by Commissioner Fischer to close the work session as permitted by MS. 13D.05 subdivision 3(c) to consider the potential sale of the property located at 3925 and 3930-3944 Market Street.

Ayes: Brindle, Fischer, Staunton, Stewart and Chair Hovland.

Motion carried.

IV. CLOSED SESSION: POTENTIAL SALE OF PROPERTY – 3925, 3930 AND 3944 MARKET STREET

Economic Development Director Neuendorf briefed the HRA on the terms and conditions of the sale of properties on Market Street owned by the HRA. The Commissioners discussed with staff the terms and conditions and gave direction.

V. MOTION TO OPEN MEETING

Motion by Commissioner Brindle seconded by Commissioner Staunton to move back into open session.

Ayes: Brindle, Fischer, Staunton, Stewart and Chair Hovland.

Motion carried.

VI. ADJOURNMENT

Chair Hovland declared the meeting adjourned at 6:56 p.m.

Respectfully submitted,

Scott Neal, Executive Director

**MINUTES
OF REGULAR MEETING
OF THE EDINA HOUSING AND REDEVELOPMENT AUTHORITY
SEPTEMBER 7 2107
1:15 A.M.**

I. CALL TO ORDER

Chair Hovland called the HRA meeting to order at 1:15 A.M.

II. ROLL CALL

Answering rollcall were Commissioners, Brindle, Fischer, Staunton, Stewart, and Chair Hovland.

III. APPROVAL OF MEETING AGENDA

Motion made by Commissioner Brindle and seconded by Commissioner Stewart approving the Meeting Agenda.

Ayes: Brindle, Fischer, Staunton, Stewart, Hovland
Motion carried.

IV. COMMUNITY COMMENT

No Community Comment was received.

V. CONSENT AGENDA ADOPTED

Motion made by Commissioner Brindle seconded by Commissioner Fischer approving the consent agenda as follows:

V. A. Approve minutes of August 15, 2017 HRA Work Session and August 15, 2017 Regular HRA Meeting

V.B. Approve the 2018 Schedule of Meeting Dates

V.C. Receive the North Parking Ramp Expansion Project update.

VI. RESOLUTION NO. 2017-07: APPROVING PRELIMINARY 2018 BUDGET AND LEVY

The HRA is a separate taxing authority formed by the City Council in 1974. Although the Edina HRA has not used its taxing authority, many other cities that have HRA's and Economic Development Authorities (EDA's) do use the separate taxing authority allowed by MN State Statutes.

HRA adoption of this resolution is a required step in the process of establishing an HRA levy for 2018. The final levy will be considered by the HRA in December. **Commissioner Brindle made a motion, seconded by Commissioner Stewart to adopt Resolution No. 2017-07 adopting the 2018 proposed budget and establishing the proposed HRA tax levy payable 2018.**

VII. ADJOURNMENT

Chair Hovland declared the meeting adjourned at 1:17 a.m.

Respectfully submitted,

Scott Neal, Executive Director



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Date: September 19, 2017

Agenda Item #: V.

To: Chair & Commissioners of the Edina HRA

Item Type:
Request For Purchase

From: Bill Neuendorf, Economic Development Manager and
Brian Olson, Public Works Director

Item Activity:

Subject: Request for Purchase: Owner's Representative for
North Ramp Expansion

Action

ACTION REQUESTED:

Approve the Request for Purchase.

INTRODUCTION:

This item pertains to design and construction oversight of the North Parking Ramp that will be built in 2018.

ATTACHMENTS:

Request for Purchase: Owner's Representative for North Ramp Expansion

SRF: Owners Representation Services for Market Street Redevelopment Letter

Request for Purchase



Date: September 19, 2017

To: Chair & Members of the Edina Housing & Redevelopment Authority

From: Bill Neuendorf, Economic Development Manager
Brian Olson, Director of Public Works

Subject: Request for Purchase – Contract PW 17-003 North Ramp Expansion –
Owners Representation Services

Purchase Subject to: ☒ List Quote/Bid
☐ State Contract
☐ Service Contract

The Recommended Bid is: ☒ Within Budget
☐ Not Within Budget

Date Bid Opened or Quote Received:
August 31, 2017

Bid or expiration Date:
N/A

Company:
SRF Consulting Group, Inc.

Amount of Quote or Bid:
\$372,000.00

Recommended Quote or Bid: \$ 372,000.00

SRF Consulting Group, Inc.

Staff recommends that an Owner's Representative be retained to oversee the construction of the publicly owned North Parking Ramp at 3930, 3936 and 3944 Market Street. This work is beyond the workload capabilities of City staff and an independent party should be retained so that the short and long term interests of the City are upheld during the final design and construction process.

Discussions were held with several groups to provide this service. Staff recommends that SRF Consulting be engaged based on their familiarity with mixed-use construction and publicly-owned projects. The scope of their work would fall under the Master Agreement dated June 13, 2017. While the Master Agreement lays out the general terms, more specific details of the work is contained in the proposal dated August 31, 2017.

The scope of work includes design review of the underground public parking garage and outdoor plaza & walkways on the 3925 parcel that will be maintained by the City.

This work would begin immediately and conclude after the North Ramp is completed. This work will be funded from the Centennial Lakes Fund #9232.

Request for Purchase

RI



Budget Impact

Funding for this service contract is from the HRA's Centennial Lakes Fund #9232. This work was anticipated in the Capital Improvement Plan and identified as CIP #15-224. This CIP item anticipated a \$6 million investment in the expansion and improvement of the North Ramp in 2017. While the design will occur in 2017, construction will occur in 2018.

Environmental Impact

This investment in public infrastructure encourages compact development in an established commercial district. The project will provide "district parking" and enable adjacent properties to be developed in a way that encourages customers and clients who drive to 50th and France to park once and walk from business to business. During the design process sustainable construction features will be explored to determine their feasibility.

Community Impact

Upon completion, this project will deliver more than 300 new parking stalls for the shared use of the general public.

Department Director Authorization: Bill Heng

City Council Authorization Date: _____ (for purchases over \$20,000 only)

August 31, 2017

Mr. Brian Olson, PE
Public Works Director
City of Edina
7450 Metro Boulevard
Edina, MN 55439

Subject: Owner's Representation Services for Market Street Redevelopment
Edina, Minnesota

Dear Mr. Olson:

Thank you for meeting with us regarding this important redevelopment project getting underway in Edina. We are pleased to submit this Owner's Representative (OR) proposal to assist your efforts to make the project a success. We understand your objectives and goals for this significant capital investment and the importance of establishing a clearly defined road map for achieving these goals.

SRF Consulting Group, Inc. (SRF) has provided Owner's Representative services for similar Public Private Partnership projects to other municipal clients such as Bloomington (Radisson Blu, JW Marriott, Indigo), La Crosse (Grand River Station), and Duluth (Duluth Transit Center) among others. In addition, SRF has designed several parking ramp expansions as well as underground parking facilities with plaza decks. We will bring this experience and ability to this project to inform the City's decision making process.

For many reasons this project is both monumental and complex. By offering these Owner's Representative services, we believe that SRF can improve and expedite the City's decision-making process and better manage the City's use of local funds as well as your short-term and long-term liabilities.

PROJECT UNDERSTANDING

The City of Edina is in the process of executing a Redevelopment Agreement for HRA-owned parcels on Market Street near France Avenue. As party to a portion of this Agreement, the City will expand the existing "North Ramp". The 310 stall expansion includes adding a fourth level to the existing parking ramp and a four-level horizontal expansion on both ends plus a 4,000 SF retail shell on the grade level of each horizontal expansions.

In addition to North Ramp expansion, the redevelopment will include the construction of mixed-use structure with public and private underground structured parking covered by a structured public plaza area. The design and construction of the underground ramp and plaza will be part of a design-build contract held by the Development Team.

www.srfconsulting.com

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BASE SCOPE OF SERVICES

Task 1: Design Review for North Ramp

To optimize the City's investment in the north parking ramp and retail areas, and minimize the City's long term operating and maintenance costs, SRF will assist the City by providing a Design Review for all scheduled Construction Document submittals by the design team (i.e., 60%, 90%, Final) including Entitlements. This review is focused on identifying issues that could adversely impact the City's interest and is not intended to replace the design team's quality control requirements.

Deliverables:

1. Written questions and comments on a tracking document that identifies how and when they were addressed.
2. Review Memorandums

Schedule: Starting with North Ramp 60% documents (September 2017) and continuing through Bid Documents (December 2017).

Estimated hours and fee for Task 1: 96 hours, \$14,400

Task 2: Construction Cost Estimate and Schedule for North Ramp

To achieve the greatest utilization of local funds and adhere to the scheduled milestone dates in the Development Agreement, SRF will produce an Estimated Cost of Construction and Estimated Construction Schedule based on our review of the 60% Progress Submittal from the design team. A recommended design and construction contingency will be assigned as deemed appropriate for completeness of the documents. The schedule will be based on anticipated means and methods to achieve the design pour sizes and sequence, vertical circulation, and retail shells. It will reflect the confined staging and other known restrictions.

The estimated construction cost and schedule will be updated for the 90% submittal. SRF will provide written questions and comments to the design team and make cost and schedule adjustments if appropriate.

The revisions from 90% documents to Final Contract Drawings clarify details and better define the quality of the work. We will work with the design team to identify any significant changes in quantities or quality and make recommended adjustments to the 90% estimate and/or schedule. The extent of the final revision is expected to be very minor.

Deliverables:

1. 60% design Estimated Cost of Construction and Construction Schedule
2. 90% design Estimated Cost of Construction and Construction Schedule
3. Final Design Cost and Schedule Memorandum

Schedule: Starting with North Ramp 60% documents (September 2017) and continuing through Bid Documents (December 2017).

Estimated hours and fee for Task 2: 180 hours, \$24,000

Task 3: Bidding and Contract Award for North Ramp

Getting multiple competitive, qualified and comprehensive bids is critical to getting the construction start on time and maintaining the scheduled Partial Occupancy for the North Ramp. SRF will review the Project Manual "Front Ends" including Bid Forms, Bid Advertisements, wage requirements and payroll certifications for 90% and Final Documents. Preparation of the Owner/Contractor Agreements will be by the City Attorney.

The design team will need to provide preliminary City Building Permit review and MPCA coordination for a timely construction start. SRF will track and assist with this effort. SRF will review Addendums, bid questions, and responses.

Following the construction bid opening, SRF will review and comment on the recommendation by the Design Team. SRF will assist with the recommendation to City Council as necessary.

Deliverables:

1. Written questions and comments regarding Divisions 0 and 1 in the 90% Project Manual.
2. Written recommendation to staff regarding the Council Memorandum.

Schedule: Starting with North Ramp 90% documents (October 2017) and continuing through Contractor Notice-to-Proceed (January 2018).

Estimated hours and fee for Task 3: 36 hours, \$5,600

Task 4: Tax Exempt Purchasing (TEP) for North Ramp

To reduce costs and maximize the purchasing power, the City can utilize current state statutes that provide sales tax exemptions to cities for the purchase of construction materials (TEP). SRF will initiate and manage the Tax-Exempt Purchasing for the parking ramp expansion (and retail shells if appropriate) by securing prior Minnesota Department of Revenue written consent, modifying the contract and bid documents to direct the terms for the TEP requirement, and providing additional oversight of payment applications and project closeout documents during construction.

Deliverables:

1. Written letter to Minnesota Department of Revenue program administrator to solicit prior written approval.
2. Edits (redlines) to Divisions 0 and 1 in the Final Project Manual to incorporate TEP.
3. Written monthly updates to staff and Project Closeout Memorandum.

Schedule: Starting with North Ramp 90% documents (November 2017) and continuing through Construction Close-out (January 2019).

Estimated hours and fee for Task 4: 120 hours, \$18,000

Task 5: Construction Administration/Material Testing and Special Inspections/Commissioning for North Ramp

On this highly visible, reasonably complex, fast-tracked project any costs or delays due to nonconforming work could be significant. SRF as the Owner's agent will not modify the responsibilities of the design team or the contractor, however SRF will represent the City's interest in the Construction Administration process. SRF will:

- Attend Kick-off Meeting and review Construction schedule and Shop submittal schedule.

- Review Approved Shop Drawings.
- Review Contractor Schedule of Values and all Certified Application for Payments and Certified Wage Reports.
- Review all RFIs, Supplemental Information, Proposal Requests, and Change Directives.
- Review all Change Orders and Change Order costs.
- Attend Pre-concrete Meeting, monitor actual placement and finish for compliance.
- Provide an on-site structural engineer for an average of 24 hours per week.
- Issue RFP for Testing and inspection services, evaluate proposals.
- Manage the Material Testing and Special Inspections requirement for the project.
- Track nonconforming work and corrective action.
- Attend weekly contractor Progress Meetings (approximately 50).
- Review substantial completion, punch list and manage mechanical commissioning services.
- Review project closeout submittals. Schedule warranty reviews.

Deliverables:

1. Monthly Progress Review Memorandum.
2. Project Closeout Memorandum.

Schedule: Starting with Contractor award (January 2018) through Final Completion of the North Ramp (January 2019).

Estimated hours and fee for Task 5: 1,400 hours, **\$188,000** Plus \$95,000 Allowance for Material Testing/IBC Special Inspections, Plus \$12,000 Allowance for Mechanical Commissioning of the two retail areas.

Task 6: Design Review for Municipal Underground Parking and Plaza

To minimize the City's portion of the shared long term operating and maintenance costs, SRF will assist the City by providing a Design Review for all scheduled Construction Document submittals by the design team including Entitlements. This review is focused on identifying issues that could adversely impact the City's shared interest as identified in the Development Agreement.

Deliverables:

1. Written questions and comments on a tracking document that identifies how and when they were addressed.
2. Review Memorandums

Schedule: Starting with Underground Ramp/Plaza 60% documents (September 2017) and continuing through Bid Document/Packages (February 2018).

Estimated hours and fee for Task 6: 80 hours, **\$12,000**

SRF proposes to complete work items as described above in Tasks 1 through Task 6 for an hourly fee using our Standard Rate Table (see Attachment A) with a not-to-exceed amount of \$262,000 plus normal reimbursable expenses of \$3,000, plus an allowance for Material Testing and Special Inspections of \$95,000, plus an allowance for Mechanical Commissioning for Retail areas of \$12,000.

SUMMARY OF BASE SERVICES

	Fee	Allowances
Task 1 – Design Review for North Ramp	\$ 14,400.00	
Task 2 – Construction Cost Estimate and Schedule for North Ramp	\$ 24,000.00	
Task 3 – Bidding & Contract Award for North Ramp	\$ 5,600.00	
Task 4 – Administration of Tax Exempt Purchasing for North Ramp	\$ 18,000.00	
Task 5 – Construction Admin (plus Material Testing/Special Inspections/ Commissioning Allowances) for North Ramp	\$188,000.00	\$107,000.00
Task 6 – Design Review for Underground Ramp and Plaza	<u>\$ 12,000.00</u>	
 Total Hourly Not-to-Exceed Base Services	 \$262,000.00	
Estimated normal reimbursable expenses	<u>\$ 3,000.00</u>	
Subtotal	\$265,000.00	\$ 107,000.00
 Total	 \$372,000.00	

Changes in the Scope of Services

It is understood that if the scope or extent of work changes, the cost will be adjusted accordingly. Before any out-of-scope work is initiated, however, we will submit a budget request for the new work and will not begin work until we receive authorization from you. Our Standard Rate Table will apply for out of scope services.

We sincerely appreciate your consideration of this proposal and look forward to working with you on this project. Please feel free to contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.

James B. Lasher, PLA, ASLA, RLA
Principal

Kevin L. Swehla, PE (MN KS MO ND NE WI)
Principal

JBL/KMJ/jal

Attachment A – Standard Rate Table

SRF CONSULTING GROUP, INC.
RANGE OF HOURLY BILLING RATES
JANUARY 2017 THROUGH DECEMBER 2017

	2017
PRINCIPAL	\$168 - \$230
SENIOR ASSOCIATE	\$144 - \$215
ASSOCIATE	\$119 - \$185
<u>SENIOR PROFESSIONAL</u>	
Design Review Engineer	\$120 - \$185
MIS Specialist	\$115 - \$170
Engineer	\$ 93 - \$165
Landscape Architect	\$ 93 - \$165
Planner	\$ 93 - \$165
<u>GRADUATE</u>	
Engineer	\$ 73 - \$135
Hydrologist	\$ 73 - \$135
Landscape Designer	\$ 73 - \$135
Planner	\$ 73 - \$135
<u>TECHNICAL</u>	
Safety Specialist	\$130 - \$185
Engineering Specialist	\$110 - \$150
Right-of-Way Specialist, Senior	\$ 81 - \$140
Right-of-Way Specialist	\$ 60 - \$120
CADD/Field Technician, Principal	\$ 95 - \$150
CADD/Field Technician, Senior	\$ 81 - \$135
CADD/Field Technician	\$ 60 - \$115
Survey Technician, Principal	\$110 - \$150
Survey Technician, Senior	\$ 81 - \$135
Survey/Traffic Technician	\$ 50 - \$105
<u>PRODUCTION</u>	
WEB Designer, Principal	\$ 95 - \$150
Graphics Technician, Principal	\$106 - \$150
Graphics Technician, Senior	\$ 81 - \$135
Graphics Technician	\$ 60 - \$115
Sr. Editor	\$ 96 - \$140
Editor	\$ 80 - \$135
Administrative Assistant	\$ 68 - \$110
Clerical	\$ 55 - \$ 95

The Range of Hourly Rates schedule is subject to change annually. Direct project related expenses are billed at actual cost and mileage is billed at a rate not to exceed the current allowable IRS rate for business miles.