



**Joint City Council and Park and Recreation Board
Work Session Tuesday, December 6, 2022
at 6:00 PM - Buckham West**

AGENDA

- 1. Call to Order**
- 2. Items for Discussion**
 - A. Design Update on Downtown Area Park
 - B. Review Request for Qualifications for Community Center
- 3. Future Discussion**
- 4. Adjournment**

Please contact the City Administrator's Office if you need special accommodations while attending this meeting



Council Work Session Memorandum

TO: Mayor and City Council
THROUGH:
FROM: Tim Murray, City Administrator
MEETING DATE: December 6, 2022
SUBJECT: Design Update on Downtown Area Park

Discussion:

The consultant (Kimley-Horn) engaged for schematic design services for the proposed park located north of the TH 60/Viaduct Bridge will provide the Council and Park & Rec Board with an update on the project. Assigned City staff members (Dave Wanberg/Interim CED Director, Mark Duchene/City Engineer, Paul Peanasky/Parks & Rec Director, and I) have met with the consultant team six (6) times over the past month and a half to go over background on the original concept plan, and then review design and layout options and provide direction on the various components of the park. These include a central building; a skate loop; a splashpad; and various site improvements and amenities.

Prior to the Joint Work Session, there is an open house being held from 5:00-6:00pm, where similar information will be available for the public to view and ask questions about the development of the park. One specific input item being requested from the public at the open house is ideas on park names, as this has not yet been determined.

This item is primarily intended as an update, to inform both the Council and Park Board as to the progress made on the schematic design phase for the park; provide a general understanding of the size, layout and character of the primary park components; review preliminary budget estimates; and answer any questions at this time. If the project is eventually approved for construction, we are estimating the building and splashpad would be completed in the summer of 2024, and the skate loop would open in late fall/early winter of 2024. The presentation, which will not be finalized until late Monday, December 5th, will be uploaded as part of the packet prior to the meeting.

Attachments:

1. Approved Concept Layout 2022-02-15
2. Presentation - 2022-12-06 Joint Work Session

NORTH VIADUCT AREA PARK CONCEPT PLAN

FEBRUARY 15, 2022



Downtown Area Park

Joint City Council / Park Board Work Session

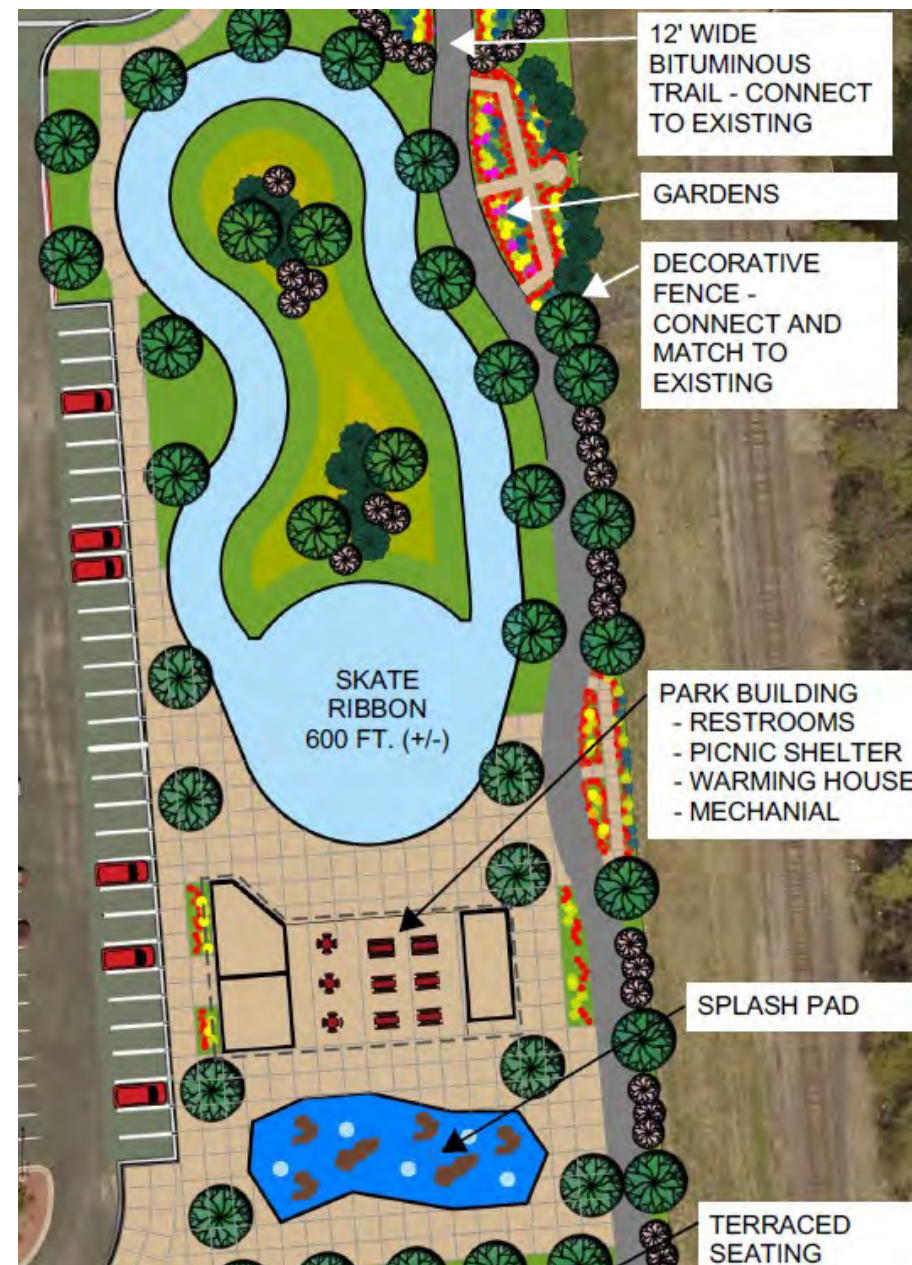
December 6, 2022



Agenda

- Concept layout background
- Park elements and program
- Proposed park layout
- Estimated construction costs
- Project schedule
- Park name

Concept Layout Background



Park Element – Skate Loop

- Length = 600 Feet (+/-)
- Width = 16 Feet (+/-)
- Open (pond) Skate Area
- Perimeter/Railing Systems
- Ice Resurfacer Equipment
- Lighting and Sound Systems
- Season Of Ice Operation – Refrigerated Surface mid November to late February
- Inline and roller blading in the shoulder and summer seasons

Titletown Ice Rink – Lambeau Field at Green Bay, WI

Site :

- ❖ 14,000 SF Skate Ribbon
- ❖ Capacity of 560 skaters
- ❖ Permanent Ice System
 - ❖ Ammonia/Brine Refrigeration system
 - ❖ Concrete ice rink floor



Parkers Ice Trail at Discovery Park at Parker, CO



Site :

- ❖ 7,213 SF Skate Ribbon
- ❖ Capacity of 288 skaters
- ❖ Permanent Ice System
 - ❖ Ammonia/Brine Refrigeration System
 - ❖ Concrete ice rink floor

Lighting and Sound Systems



LIGMAN MIC POLE



LIGMAN DUOMO

Winter Programming



Fire Pits



Summer Programming



Ice Resurfacer Options



Olympia 500:

- Height: 5'-8"
- Conditioner Width: 7'-0"
- Length: 3'-5"
- Snow Vol.: 49CF
- Turn Radius: 8'-11"
- Ice Surfaces < 11,000sf



Zamboni M100:

- Height: 4'-3"
- Conditioner Width: 4'-3"
- Length: 2'-6"
- Snow Vol.: 10CF
- Turn Radius: 8'-11"
- Ice Surfaces < 5,000sf



Olympia Mini E:

- Height: 10'-1" (Snow Bin Open)
- Conditioner Width: 5'-11"
- Length: 15'-7" (Snow Bin Open)
- Snow Vol.: 43.5CF
- Turn Radius: 10'-8"
- Ice Surfaces < 10,000sf



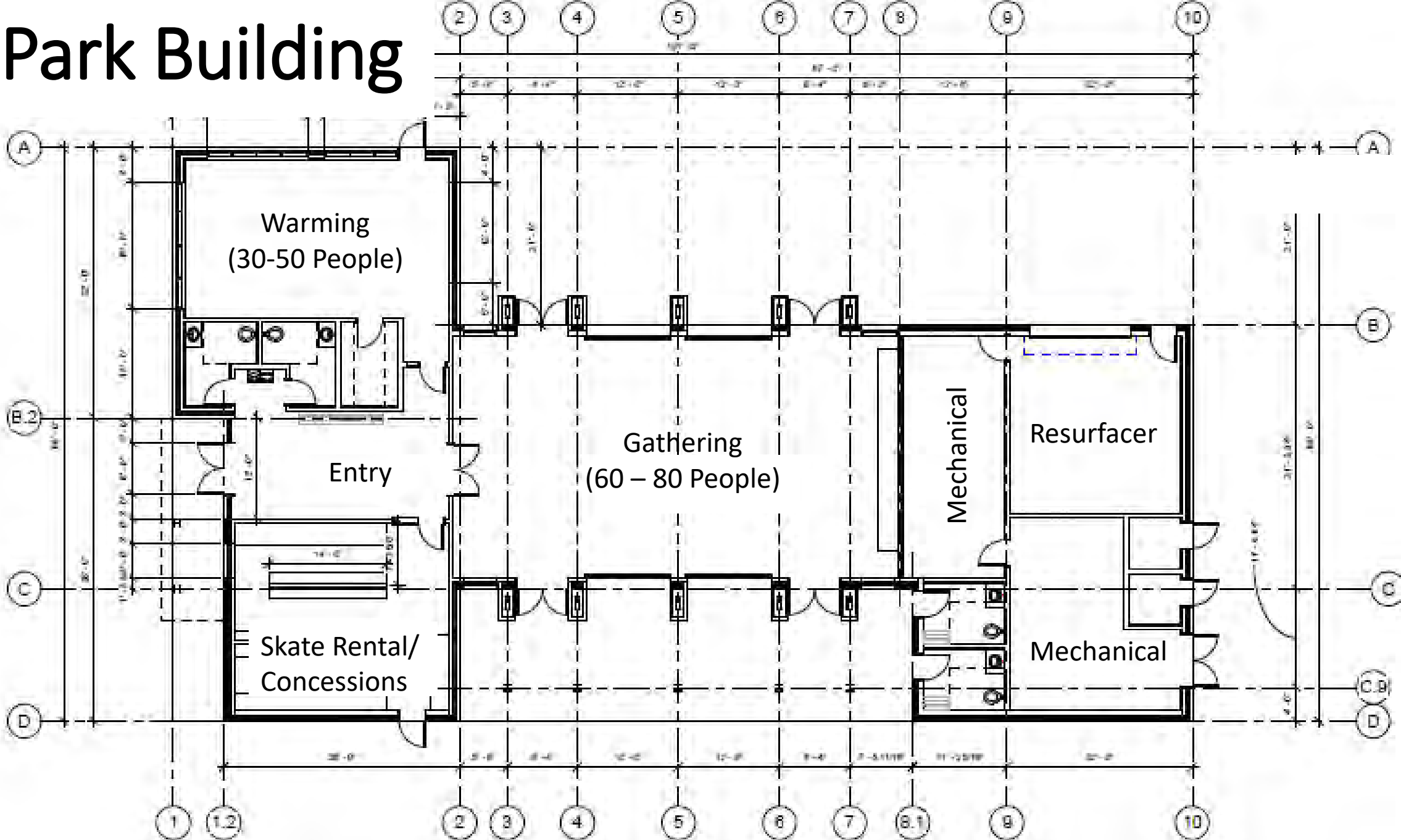
Olympia 250:

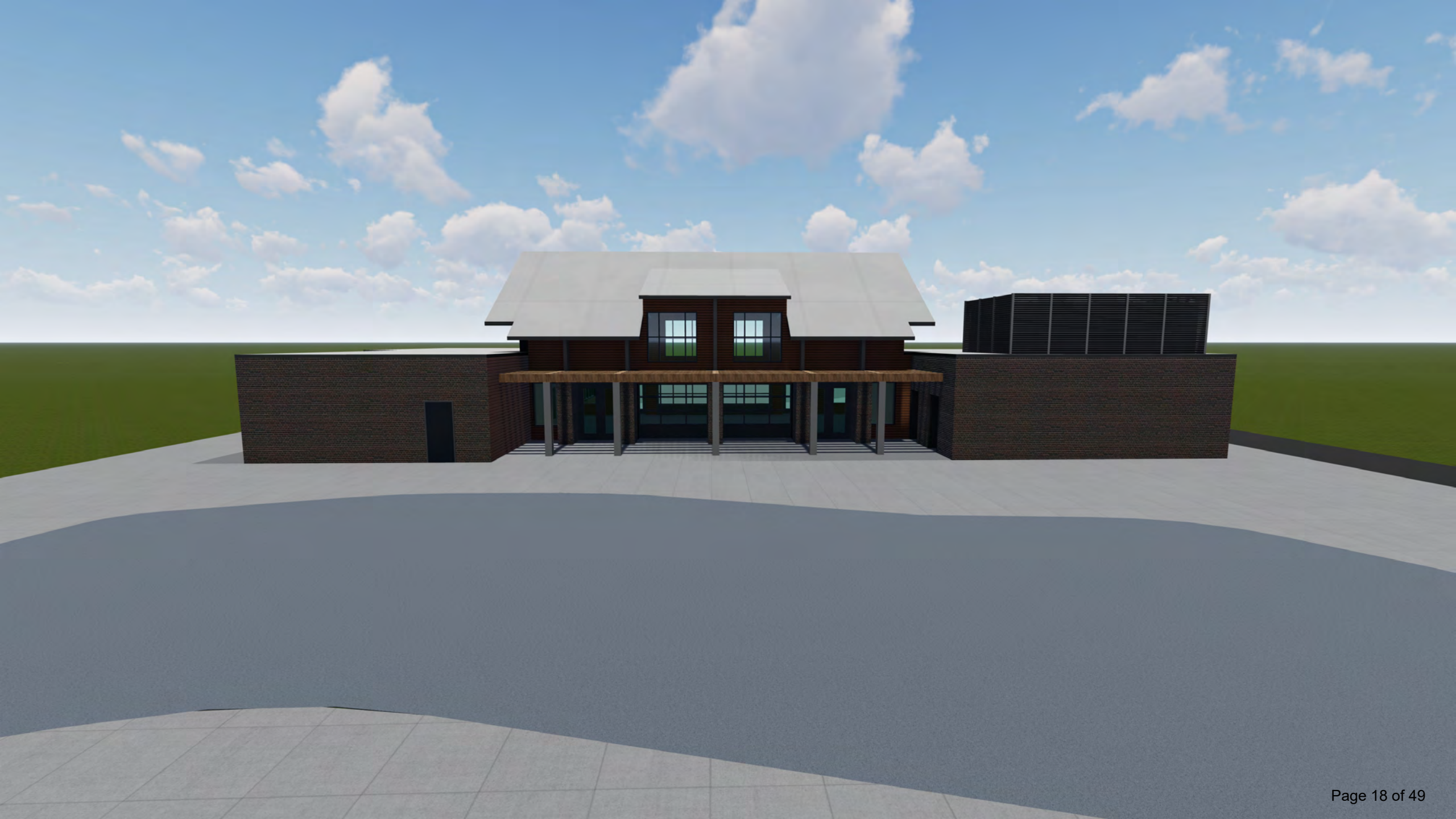
- Height: 4'-9"
- Conditioner Width: 4'-10"
- Length: 3'-7"
- Snow Vol.: 10CF
- Turn Radius: 6'-11"
- Ice Surfaces < 5,000sf

Park Element – Park Building

- Warming
 - ✓ Capacity 30 – 50 people
 - ✓ Skate rental and concessions
- Gathering
 - ✓ Capacity 60 - 80 people
 - ✓ Rollup overhead doors to make open air but also able to close for heating
- Concessions / Skate Rental
- Restrooms
 - ✓ Two restrooms internal to building for warming house
 - ✓ Two restrooms accessible from outside for splashpad and trail users
- Mechanical systems for Skate Loop/Pond refrigeration system

Park Building









Park Element - Splashpad

- Natural stone theme
- Water recirculation system
- Minimal hazards – no standing water
- Perimeter seating
- Splashpad uplighting at spray heads to create visual interest
- Sound system







Park Element – Open Space

- Flexibility for passive use or special events
- Provide seating
- Landscape edge along Viaduct, 1st Avenue NE, and Union Pacific Railroad
- New pedestrian connection to Teepee Tonka Park

Park Element – Open Space





Swinging Benches



Park Element – Viaduct Improvements

- Bridge under-lighting
- Murals / Banners
- Outdoor fitness equipment
- Additional parking south of bridge

Bridge Under-Lighting



Murals Under Bridge



Outdoor Fitness Equipment

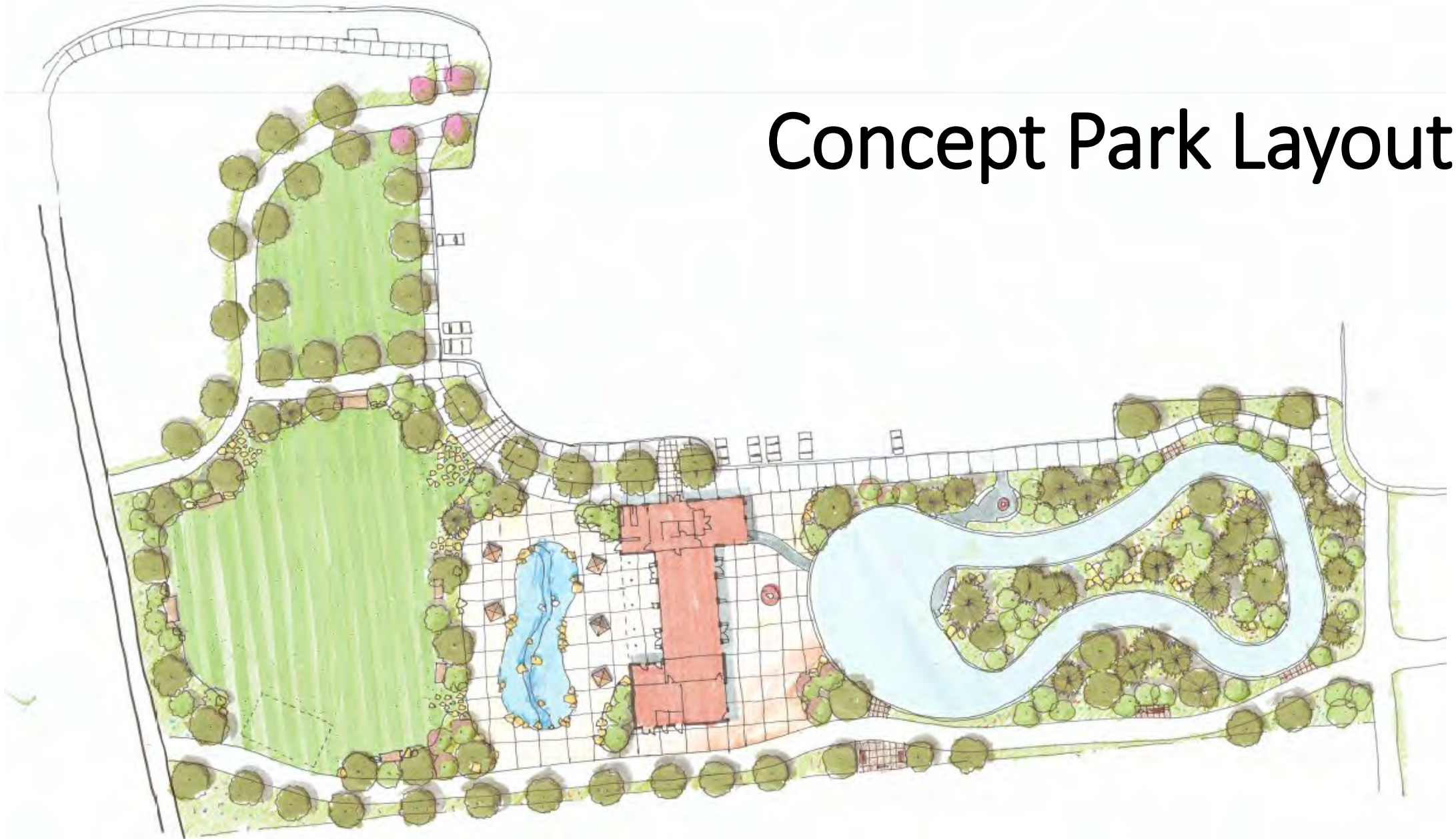


Additional Parking (Future)

South of Bridge (east of Riverchase Apartments)



Concept Park Layout



Estimated Construction Costs

Warming Shelter	\$2.0M	to	\$2.5M
Skate Loop	\$2.5M	to	\$3.7M
Splashpad	\$0.3M	to	\$0.5M
<u>Open Space / Site</u>	<u>\$2.0M</u>	<u>to</u>	<u>\$2.5M</u>
Total	\$6.8M	to	\$9.2M

CIP Budget \$7.5M total project cost

Project Schedule

Final Design	January 2023 – September 2023
Construction	October 2023 – November 2024
Skate Loop Operational	December 2024
Splashpad Operational	Summer 2025

Park Name

- Public input on park name gathered at today's Open House
- City staff will summarize and review names
- Provide names to Park & Recreation Advisory Board for recommendation(s)
- Final decision on name by City Council

Questions?





Council Work Session Memorandum

TO: Mayor and City Council
THROUGH: Tim Murray, City Administrator
FROM: Paul J. Peanasky, Parks and Recreation Director
MEETING DATE: December 6, 2022
SUBJECT: Review Request for Qualifications for Community Center

Discussion:

The City Council has had several discussions over the past years about the possible replacement of the Community Center. The current facility is nearly 45 years old and needs replacing. At the April 2022 City Council retreat, this was discussed and the Council agreed to continue to move forward on this project. On September 20, 2022, a review of a timeline was approved. Currently, we would like to move forward with a Request for Qualifications which would allow a firm to assist with moving the potential Community Center project forward.

Staff is seeking approval of the Request for Qualifications and to allow the next phase to continue.

Attachments:

1. Request for Qualifications



REQUEST FOR QUALIFICATIONS

City of Faribault, Minnesota

Faribault Community Center



(Sample Community Center)

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SECTION 1 – GENERAL INFORMATION

This Request for Qualifications (RFQ) being issued by the City of Faribault (City) seeks a consultant or team of consultants capable of concept planning, preparing design and construction documents, and performing construction phase services for the development of a dynamic and inviting community center. The proposed project scope includes site grading and utilities, one or more buildings, one or more outdoor recreational facilities, sidewalks and trails, landscaping, site location and related work.

Following is the primary point of contact for the City regarding this solicitation.

Paul Peanasky, Parks and Recreation Director
ppeanasky@ci.faribault.mn.us
(507) 334-2064 (Office)

Office Location:
Faribault Community Center
15 West Division Street
Faribault, MN 55021

It is the City's intention to enter into a Master Agreement/Contract with the selected prime consultant, and then negotiate individual Work Orders or Task Orders (the City does not have a specific format for these documents—it is anticipated that standard agreement templates utilized by the consultant would be used, subject to modifications to meet City requirements).

The City reserves the right to terminate the Agreement/Contract and any approve Work/Task Orders prior to fulfillment (with payment for work completed to the point of termination). The term of this contract is anticipated to be from February of 2023 through December of 2025, with the option to extend up to an additional two years in increments determined by the City.

Any amendments or revisions to this RFQ shall be provided to those firms that have expressed interest in this solicitation and provided contact information. The amendments and revisions will also be posted on the City's website, which is www.ci.faribault.mn.us (this original RFQ is also posted there).

Responses to this RFQ must be received no later than 11:00am, Central Daylight Savings Time, January 18, 2023. Submittals shall be made electronically in .pdf format and shall contain no more than thirty (30) total pages. Late responses will not be considered

SPECIAL NOTICE: This RFQ does not obligate the City to select a consultant(s) or complete the proposed project and the City reserves the right to cancel this solicitation if it is considered in its best interest.

SECTION 2 – PROJECT INFORMATION

The Faribault City Council authorized moving forward with a schedule to plan for a new community center at their September 20, 2022, Work Session. The scope of this project will include compiling a task force, determining a location within the City for the facility. The next step would be to consider, evaluate and recommend the amenities and features for the facility.

The primary features to consider will be a gymnasium with walking track, indoor aquatic facility with lap area, fitness area, racquetball courts, children's play area, meeting and party rooms, teen area and other amenities as the task force brings forward. Providing design alternatives and estimating the total cost of this project will also be a requirement.

Community engagement will be a vital part of this process by engaging the community in as many ways as possible to provide information as well as to solicit input on amenities desired.

A local sales tax option is being considered to pay for the facility. We would require assistance in establishing a budget for the project as well as an operating budget for a new facility.

No budget has currently been developed. However, the intention is to proceed with a first phase of getting a task force set up, and determining amenities and a budget in order to move forward with a local sales tax option.

Assist in preparing a Request for Proposal (RFP) for the construction and operation of the facility.

Subject to authorization by the City Council to proceed to construction with the identified first phase of improvements, a second Work/Task Order would be negotiated that would include final design, preparation of construction documents, and administration of the bid process.

SECTION 3 – BACKGROUND

The Current Faribault Community Center was built in 1978 as a “Family Y”. In 1988, the “Y” defaulted and the City of Faribault acquired the facility. During a construction project in 1994, the Buckham Memorial Library joined walls on the east side of the community center. In 1996, the Senior Center opened on the west end of the community center. The current community center has a 25-yard 6-lane swimming pool, single gymnasium, small fitness room, two racquetball courts, a single meeting room and locker rooms. In 1999, internal changes were made to the facility.

In 1999, the Washington School was acquired and is being used as a satellite community center. It is comprised of a small half gym and four meeting rooms

Major improvements have been made to the current community center over the years including replacing the pool filter system, replacing the HVAC units and replacing the roof.

SECTION 4 – STATEMENT OF QUALIFICATIONS CONTENT

Interested consultants/consultant teams shall submit a Statement of Qualifications (SOQ) in response to this solicitation, which shall contain information in the order listed below. The City anticipates a creative, unique response specific to this request such that all aspects demonstrate a clear relationship to the effort of developing this facility. Standardized or “boilerplate” information, including firm descriptions, personnel resumes, and project narratives should be minimized. Failure to follow the requirements for content and format may result in removal from consideration.

Section 1 - Cover Letter

Section 2 - Team Identification

- The respondent shall provide the following information:
 - 1) The name, address, and telephone number of the lead consultant firm, and the office location from which the work would be conducted.
 - 2) The name, address, and telephone number of other consultant firms of the consultant team, and the office location from which the work would be conducted.
 - 3) The name, title, email address, and telephone number of the person who is primarily responsible for preparation of the response.

Section 3 - Project Understanding

Section 4 - Skills and Experience of Consultant Firms

- Provide the areas of expertise that each consultant firm possesses that will be utilized on this project.
- Provide recent projects (including narratives, graphics, and/or photos) completed by each consultant firm that are of similar nature to this project.

Section 5 - Project Lead

- Identify the Project Lead for this submittal and outline their specific training and experience that qualifies them for this role.
- The Project Lead shall be the single individual with primary responsibility for the consultant’s or consultant team’s work, interactions, and deliverables. The Project Lead shall have authority for making decisions for the consultant or consultant team, including negotiating changes in the professional services agreement, should modifications become necessary.

Section 6 - Key Personnel

- Identify other significant team members from both the prime and sub-consultant firms, their roles, and their relevant experience.

Section 7 – Project Approach

- Describe, in general terms, the approach that will be pursued in the consultant's or consultant team's design process.
- Outline the anticipated, or recommended, roles and interaction with City staff, elected/appointed officials, project task force, and the public.

Section 8 - Quality Management

Section 9 – Billing Rates

- Provide 2023 hourly billing rates for all the positions that are anticipated to be part of the consultant team, along with typical reimbursable expenses.

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

City staff will conduct an evaluation of responses to this solicitation, and shall bring forward either a single recommendation for selection to the City Council, or shall develop a “short list” of respondents for interviews/presentations at a joint City Council/Parks and Recreation Advisory Board work session.

Following is the evaluation/scoring criteria that will be utilized to rank the submittals:

- 20% - Demonstrated understanding of the project
- 30% - Qualifications and experience of the Lead Consultant and Project Lead
- 20% - Qualification and experience of the consultant or consultant team, particularly with regard to Key Personnel
- 30% - Project Approach

SECTION 6 – SOLICITATION TERMS

1. Competition in Responding

The City desires open and fair competition. Any evidence of collusion among responders in any form will result in the removal of those responders from consideration.

2. Joint Ventures

The City allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if selected).

3. Withdrawing Response

A responder may withdraw its response prior to the due date and time.

4. Rights Reserved

The City reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the City;
- Consider documented past performance resulting from a City project in the evaluation process;
- Short list the highest scoring Responders, potentially requiring the short-listed Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- The City reserves the right to request additional and/or clarifying information; and

5. Responses are Nonpublic during Evaluation Process

All materials submitted in response to this solicitation will become property of the City. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the City having completed negotiating a contract with the selected responder. The City will notify all responders in writing of the evaluation results.

6. Trade Secret Information

- 6.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.
- 6.2 In the event trade secret data are submitted, responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the City,

its agents and employees, from any judgments awarded against the City in favor of the party requesting the data, and any and all costs connected with that defense.

6.3 The City does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

6.4 A responder may present and discuss trade secret information during an interview or demonstration with the City, if applicable.

7. Selection

The selection that may result from this solicitation is intended to be qualifications based, utilizing the total accumulated points as established in the solicitation. The City reserves the right to award this solicitation to the next highest scoring responder if they are unable to negotiate a Master Agreement/Contract and subsequent Work/Task Orders with the initial selected consultant, or to take other actions deemed to be in the best interest of the City. The City reserves the right to reject all submittals, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the City.