

Request for Qualifications

Schematic Design Services for Park and Golf Course Improvements

Hiawatha Golf Course, a part of Nokomis-Hiawatha Regional Park

4553 Longfellow Ave, Minneapolis, MN 55407

Issued by the Minneapolis Park and Recreation Board

Release date:	20 March 2024
Qualifications due:	23 April 2024, 10:00 am CST

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PART 1 GENERAL INFORMATION

1.1 REQUEST FOR QUALIFICATIONS

This Request for Qualifications (RFQ) is intended to solicit responses from qualified consultant teams for:

- Component A - Community Engagement
- Component B - Communications Plan, PR, Editorial
- Component C - Basement Elevation Survey
- Component D - Traffic Study
- Component E - Phase I Environmental Study
- Component F - ALTA/Topographical Survey
- Component G - Phase II Environmental Study (If needed)
- Component H - Geotechnical Investigation
- Component I - Schematic Design and Cost Estimating
 - Landscape architecture
 - Architecture
 - Engineering
 - Interpretive planning
 - Cultural/historical liaison
 - QC/QA
- Component J - Schematic Golf Course Design and Cost Estimating
 - Golf course architecture
 - Engineering
 - QC/QA

This RFQ is offered through the Minneapolis Park and Recreation Board (MPRB), which will act as the contracting authority for work resulting from this request. The intent of the RFQ process is to begin a conversation with qualified consultant teams and build the Scope of Work and fee for services with one or more of those teams.

All information requests related to this RFQ shall be obtained as described in Section 1.2. The MPRB is the sole authority to speak to issues related to this RFQ.

This RFQ is open to any entities. Lead consultants shall choose subconsultants as prescribed in the City of Minneapolis Small and Underutilized Business Program (SUBP) portion of the contract requirements. ~~SUBP work force goals and general information shall be amended to this RFQ.~~ The responder must either meet both goals listed in the attached SUBP documentation or demonstrate a good faith effort to do so. A good faith effort means that the responder made every necessary and reasonable effort to subcontract with eligible MBEs/WBEs.

1.2 CONTACT INFORMATION

The MPRB has assigned Tyler Pederson to manage the RFQ process, including any needs related to clarifications or questions. Any communications related to this request shall be directed VIA EMAIL ONLY to:

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Tyler Pederson

TPederson@minneapolisparcs.org

No other staff is authorized to respond to questions or requests for clarification of this RFQ. Failure to follow this instruction may be cause for disqualification.

Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses to questions or requests for clarifications ~~and the summary of the pre-submittal meeting~~ will be posted to the MPRB's website under [MPRB Business Opportunities](#).

1.3 REQUEST FOR QUALIFICATIONS SCHEDULE

The MPRB will pursue the following schedule related to this RFQ and the engagement of a consultant team:

- Release of Request for Qualifications: 20 March 2024
- Questions or requests for clarifications due: 12 April 2024
- Last addenda posted, including MPRB responses: 17 April 2024
- Proposals due: 10:00 am, 23 April 2024
- Interview notifications, if necessary: 3 May 2024
- Interviews, if necessary: Week of 13 May 2024

Updates to the schedule, answers to submitted questions, and SUBP work force requirements will occur only via an addendum to this RFQ. All addenda will be posted on the [MPRB Business Opportunities](#) site.

PART 2 PROJECT INFORMATION

2.1 BACKGROUND

In September 2022, the Minneapolis Park and Recreation Board adopted the Hiawatha Golf Course Area Plan. This plan is an amendment to the 2015 Nokomis-Hiawatha Regional Park Plan. These plans, coupled with water management studies produced in 2017, are the starting point for further defining the landscape around Lake Hiawatha (also known as Bde Psin in the Dakota language, meaning Rice Lake). The plan will be referred to now as the "park plan" and no longer be referred to as a master plan.

In June of 2014, over 11 inches of rain fell over a large area of the Minnehaha Creek watershed, causing a severe flood and subsequent closure of the Hiawatha Golf Course for a significant period. The MPRB began a process of assessing damages and working with the Federal Emergency Management Agency (FEMA) to get the course up and running again. Quick actions by the golf course staff allowed the course to partially open 9 holes for play later in 2014 and fully open all 18 holes in the spring of 2016.

When investigating the flood conditions at the course and in the nearby neighborhood, the MPRB and City of Minneapolis learned of significant groundwater pumping from the golf course. Planning efforts, initiated prior to this discovery, were put on hold while the MPRB,

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City, and the Minnehaha Creek Watershed District (MCWD) conducted a study of the site's conditions. A water management study for the course was completed in 2017, including several water management alternatives and a preferred alternative which demonstrated that:

- Water management can be improved.
- Pumping required to keep the golf course dry and playable can be reduced and relocated.
- Nearby homes, identified by the MPRB, can be protected from groundwater intrusion to the same degree that they are today by the relocation of the groundwater pumps.
- Flood-resiliency can be improved, and some traditional golf can be retained on the site.

The Minnesota Office of Climatology predicts rainfall patterns to continue to vary but increase overall in the coming decades. This becomes important when comparing increases in the measured volume of pumped groundwater, which have increased from 242 million gallons in 2016 to more than 400 million gallons in 2019 and 333 million gallons in 2020. In recent years under drought conditions, the pumps are still pumping well over 100 million gallons of groundwater per year to keep the golf course basin relatively dry. As the weather recovers from recent drought, or precipitation trough, that we currently occupy, it is assumed that the groundwater level and pumping volume will increase to about 400 MGY.

PARK PLANNING

The Board of Commissioners wants to improve water management, preserve traditional golf in some form, and celebrate the welcoming history of Hiawatha Golf Course. They affirmed this in resolution 2018-230 which includes:

- Pursuing a reduced-pumping scenario as conceptualized in [Water Management] Alternative B.
- At a minimum, providing a flood-resilient and ecologically driven 9-hole configuration for a golf course.
- Reflecting appropriate methods to recognize the role of Hiawatha Golf Course and the history of Black golfers in the Minneapolis park system.

In March 2018, the planning effort began for the Hiawatha Golf Course Area. Near the beginning of the planning process, some members of a Community Advisory Committee (CAC) requested that the design team look at an 18-hole option. Given the increase in the anticipated water footprint within the area and the directive from the Board of Commissioners to achieve a flood-resilient and ecologically driven design, the planning design team, including the golf course architect and MPRB staff determined that an 18-hole golf course was not possible. However, by providing 9 holes, the MPRB will keep golf alive in South Minneapolis. Allowing for a course aligns with the water management strategy to restore ecological function, promote recreational diversity, increase park access for all visitors, and reduce pumping of groundwater.

In 2022, The Bronze Foundation released an 18-hole plan titled "alternative 6" and has advocated for an exploration of it by the MPRB. Their plan was created independently and

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without collaboration with the MPRB. The MPRB did not solicit their plan. The MPRB studied the proposal and issued a response which indicated the proposal lacks significant information to back its claims, as well as being likely impossible to permit and in the case of filling of a lake, illegal. The “alternative 6” plan looks to place fill within a floodplain, place fill within the footprint of Lake Hiawatha, reroute Minnehaha Creek above and around the lake, and to shrink the size of Lake Hiawatha. A copy of the proposal can be found in Attachment 5 and a copy of the MPRB response to the proposal can be found in Attachment 6.

The Hiawatha Golf Course Area Plan was developed through a comprehensive public engagement process spanning over two years, including guidance from the CAC which developed a vision and guiding principles and prioritized plan element recommendations for the site. The park planning process provided an opportunity to develop a plan that re-imagines the Hiawatha Golf Course area as a place that not only celebrates the rich history at the golf course, but creates a space that celebrates nature in an urban setting, welcomes the larger community, and reconnects this land with the surrounding neighborhoods, Lake Hiawatha, and the entire regional park.

The plan pushes toward a balance of golf and other activities set in a landscape guided by water management. It necessarily bends toward ecology in its aspirations, recognizing that restoration of natural processes—which were significantly altered by Wirth’s dredging of Rice Lake—are a goal greater than those supporting human activities on the site. With ecology as the yardstick, choices favor preservation, conservation, and restoration rather than expanding past acts of disturbance or creating new development. While many uses are described, the restoration of sustainable water patterns and recreation, balanced in a new ecologically driven landscape, form the higher-order goals inherent in the plan.

WORK SINCE ADOPTION OF THE PARK PLAN

The Metropolitan Council has adopted the park plan as an amendment to the regional park plan. The action was nearly unanimous, with only one nay vote.

The MPRB has continued to monitor stormwater and groundwater pumping from the site into Lake Hiawatha and recording that data yearly with the DNR per the permit requirements. Each pump, not just the two pumps pumping from Pond E, was reconditioned and retrofitted with new meters. These meters offer greater accuracy than ever before to better estimate volumes of stormwater and groundwater being pumped.

Four additional groundwater monitoring wells were installed during the summer of 2023 at sites west of Lake Hiawatha in south Minneapolis. These wells will continually measure ground water levels and contribute to the accuracy of the hydrologic model.

The Bronze Foundation has successfully advocated for the golf course to be placed on the National Register of Historic Places. The nomination information can be found in Attachment 3. The MPRB supports the investigative work of the Bronze Foundation and will comply with any federal, state, or local requirements placed on the site. MPRB staff understands that the adopted park plan complies generally with the NRHP’s requirements.

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The City of Minneapolis, along with the MPRB, friends of Lake Hiawatha, and Freshwater, have implemented a trash removal pilot project which consists of a series of floating booms positioned at the outlet of the lake's north pipe outfall. The boom system has worked well in 2023 and will be re-installed in spring 2024 at ice out. A copy of the 2023 year-end report can be found in Attachment 4.

It's anticipated that several small projects around the site could take place during this scope of work's timeframe. Projects will be subject to funding availability and will be coordinated with this effort.

2.2 GENERAL SCOPE OF WORK

The MPRB is soliciting submissions from qualified consultant teams with the intention of entering into a contract with them for the preparation of schematic design services and other related planning services aligned with previous adopted plans and studies.

All deliverables produced from this project must be original work.

The scope of work shall include the following, at a minimum:

Familiarization

- Review available project data, including the adopted park plan, 2017 water management studies, technical memoranda, project information on the MPRB website, and any other applicable guiding documents.
- Visit the site, understand the current uses, users, site condition, features, assets, shortfalls, landscape and habitat, natural and artificial systems, topographic features, and any other relevant things in or near the site.

Community Engagement

- Support and help facilitate engagement of the public and project stakeholders in conformance with the MPRB's Community Engagement Policy.

Projects

- Component A - Community Engagement
- Component B - Communications Plan, PR, Editorial
- Component C - Basement Elevation Survey
- Component D - Traffic Study
- Component E - Phase I Environmental Study
- Component F - ALTA/Topographical Survey
- Component G - Phase II Environmental Study (If needed)
- Component H - Geotechnical Investigation
- Component I - Schematic Design and Cost Estimating
- Component J - Schematic Golf Course Design and Cost Estimating

Support

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- Support MPRB staff with graphics or documents as needed during staff or Board of Commissioner reviews, presentations, actions.

The MPRB follows a policy that requires engagement of interested parties and the community for every project. MPRB staff will coordinate the engagement process, and with the help and support of the consultant team, facilitate required community engagement meetings. The consultant team will support the engagement process by working with MPRB staff to craft a community engagement plan, plan engagement sessions, provide documents (drawings, illustrations, and other graphics) that may be in-process or complete, prepare summaries of each engagement session, and any other task that may require attention. A community engagement plan is a living document and must be allowed to flex and conform to the needs of the public, within reason.

The MPRB reserves the right to contract with outside consultants to perform community engagement planning and activities. The design team shall treat any MPRB consultant as a part of the team and include them in all pertinent decisions, meetings, and discussions as it would MPRB staff.

2.3

PROJECT COMPONENTS

The following series of general project component thresholds shall be considered by the consultant when defining a Scope of Work as part of a Professional Services Agreement:

COMPONENT A - COMMUNITY ENGAGEMENT

A community engagement specialist shall be a part of the design team to help guide and support MPRB staff. The design professionals shall support the community engagement specialist with written and graphic materials, and all shall coordinate prior to engagement events. MPRB staff will draft a Community Engagement Plan and Assessment over the next few weeks and inform the Board of Commissioners. The Community Engagement Policy is attached.

COMPONENT B – COMMUNICATIONS/EDITORIAL

The MPRB wishes to ensure proper, informative, and timely communications reach the public, various agencies, other stakeholders, and elected officials. A public relations professional will be a part of the project to support MPRB staff in developing a communications plan and schedule, drafting the communications, and helping with press inquiries. An editorial professional shall be engaged to help assemble narrative writings and communications and proof all published works.

COMPONENT C - BASEMENT ELEVATION SURVEY

The MPRB and City of Minneapolis want to better understand the impacts groundwater may have to nearby homes' basements. This work would be in coordination with the City of Minneapolis's survey crews and Surface Waters and Sewers Division of Public Works. It is anticipated that the consultant team will identify homes in the area, generally already noted in the 2017 Stormwater, Surface Water, and Groundwater Analysis Summary, and build upon the existing database of basement elevations, to best plan for a groundwater pumping system specifically design for protecting homes to the same degree they are

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protected today. A scope of work shall be developed with the chosen consultant team. The City's role will include in-home survey work and public notification.

COMPONENT D - TRAFFIC STUDY

Some community members living adjacent to the golf course have requested the MPRB conduct a traffic and parking study to better understand the existing and future (given a proposed park and golf course concept) traffic and parking volumes at peak and non-peak times. The study should evaluate traffic and parking along adjacent streets on the north and west sides of the park and evaluate parking within the park. The parking study area does not include Lake Nokomis Park (south of the parkway) or Lake Hiawatha Neighborhood Park (NE corner of Lake Hiawatha). A scope of work reflective of the project's needs shall be developed with the chosen consultant team.

COMPONENT E - PHASE I ENVIRONMENTAL STUDY

A Phase I Environmental Study shall be conducted to better understand the site's physical limitations and complete the schematic design work. This component of work shall follow standard ASTM E1527-21 guidelines unless otherwise directed by the MPRB.

COMPONENT F - ALTA/TOPOGRAPHICAL/LOCATION SURVEY

A survey of the site shall be performed that meets MPRB requirements and the 2021 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys. Portions of the park have been surveyed and will need to be assembled into one contiguous survey. A scope of work shall be developed with the consultant team based on existing survey data and future survey needs. Attachment 8 is a sample ALTA/Topographic/Location survey RFP which can serve as a starting point for this work.

COMPONENT G - PHASE II ENVIRONMENTAL STUDY (IF NEEDED)

A Phase II Environmental Study shall be conducted if needed to better understand the site's physical limitations and complete the schematic design work. This component of work shall follow standard ASTM E1903-19 guidelines unless otherwise directed by the MPRB.

COMPONENT H - GEOTECHNICAL INVESTIGATION

As the project progresses, geotechnical investigations at specific locations may be required to determine feasibility or structural design. The consultant team should be able to complete any necessary investigation to ensure the project's constructability.

COMPONENT I - SCHEMATIC DESIGN AND COST ESTIMATING

The current adopted park plan is the guiding plan for this work and is considered 10 percent complete. At the full completion of Schematic Design, the work shall be approximately 30 percent complete and:

- The project basis (need, scope, and intent) has been fully articulated.
- Investigations informing project directions and feasibility have been completed or scheduled in concert with other project activities and tasks.
- Key project criteria are defined and documented.

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- Major project decisions have been made and are demonstrated in initial design drawings and narratives.
- A preferred alternative (schematic design) for the park is aligned with the Park Plan and water management plan, and is created through:
 - An iterative design process including several initial ideas depicted in narrative and graphic documents, and resulting in two or three draft alternatives, including draft cost estimates for each.
 - Narrowing of draft alternatives to a single draft preferred alternative that is aligned with community, stakeholder, and design team desires.
- A preferred alternative is defined and includes:
 - Major project elements and systems are defined by graphic representation and narrative according to criteria established by the MPRB and the consultant.
 - Estimate of cost in year of implementation dollars.
- Engagement of the public has occurred such that knowledge of the project, its scope, and impacts on the park and neighborhood are understood by members of the public who have chosen to participate.
- The project has received “concept” approval from the Board of Commissioners, establishing the schematic design as the proper path to implement.
- A robust initial project development review has been completed with a log of issues and comments recorded.

Design development, construction documentation, and construction administration is not included in this work, however, may be added to the Scope of Work later should the project be approved conceptually by the MPRB, meet the requirements of any authority, and funding sources are identified.

COMPONENT J - SCHEMATIC GOLF COURSE DESIGN AND COST ESTIMATING

The current adopted park plan is the guiding plan for this work and is considered 10 percent complete. At the full completion of Schematic Design, the work shall be approximately 30 percent complete and:

- The project basis (need, scope, and intent) has been fully articulated.
- Investigations informing project directions and feasibility have been completed or scheduled in concert with other project activities and tasks.
- Key project criteria are defined and documented.
- Major project decisions have been made and are demonstrated in initial design drawings and narratives.
- A preferred alternative (schematic design) for the golf course layout and learning center facility is aligned with the Park Plan and water management plan, and is created through:
 - An iterative design process including several initial ideas depicted in narrative and graphic documents, and resulting in two or three draft alternatives, including draft cost estimates for each.
 - Narrowing of draft alternatives to a single draft preferred alternative that is aligned with community, stakeholder, and design team desires.
- A preferred alternative is defined and includes:

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- Major golf course elements and systems are defined by graphic representation and narrative according to criteria established by the MPRB and the consultant.
- Estimate of cost in year of implementation dollars.
- Engagement of the public has occurred such that knowledge of the project, its scope, and impacts on the park and neighborhood are understood by members of the public who have chosen to participate.
- The project has received “concept” approval from the Board of Commissioners, establishing the schematic design as the proper path to implement.
- A robust initial project development review has been completed with a log of issues and comments recorded.

Design development, construction documentation, and construction administration is not included in this work, however, may be added to the Scope of Work later should the project be approved conceptually by the MPRB, meet the requirements of any authority, and funding sources are identified.

2.4

PROJECT OUTCOMES

The MPRB has defined the following as necessary outcomes of the design process:

Facility-Related Outcomes

- A design for the property shall be performed and lead by a landscape architect in coordination with the MPRB project manager or other applicable staff which conforms to the general layout and program stated in the Park Plan, but can be an evolution of it.
- Experiences noted in the Park Plan shall be studied and developed further.
- The design shall align with the water management plan, utilize existing data and conclusions, while also expanding the breadth of study where needed to better understand the movement of water through the site.
- The design of the golf course is performed by a golf course architect, and results in a minimum nine holes of golf, preferably equating to a total par 36 course.
- A golf course that is flood resilient, meaning less critical portions of it may flood for short durations and recover with minimal turf or vegetative damage.
- A golf course that is ecologically driven, meaning every design decision is made under the lens of ecology.
- The golf course and learning center are designed in an innovative way that is welcoming and non-intimidating for new golfers, is focused on growing the sport in Minneapolis, is aligned or complimentary to other courses’ programs, and does not rely on established norms which only promote the status quo.
- The project aligns with the sources and magnitude of funding available for the work and demonstrates a path to implementation aligned with available funding.
- The project can be implemented incrementally, if necessary, with respect for future needs and opportunities.
- The design can be perpetuated with the latest and evolving technologies.
- The design is responsive to the varying terrain and soil conditions.
- The design is efficient and demonstrates ease of operations.

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- The design is remarkable and compelling for the setting yet remains aligned with current planning and water management directions.
- Modifications to any component listed on the National Register of Historic Places are reviewed by an historic architect to ensure the project aligns with the Department of Interiors guidelines.
- Programs of park buildings or other structures are developed by an architect who is versed in municipal park building requirements and any applicable code or law.

Process-related outcomes

- The project progresses rapidly and in step with the Project Schedule noted in Section 2.6.
- The process respects the MPRB's Community Engagement Policy and remains flexible as new community voices are heard which require greater attention than first estimated.
- The process encourages innovation and invention, particularly relative to successful municipal golf course design.
- The vision for the project can be realized in a relatively short timeframe and demonstrates consistency with input from the public and especially where that input can be elevated to new degrees of potential for the project.
- The design can be approved by the MPRB and any jurisdictions with authority over the project.
- A process that includes the MPRB project manager and other applicable staff in the design process and conversations with permitting authorities.

Community-related outcomes

- An experienced community engagement specialist can collaborate with MPRB staff, provide innovative strategies indicative of controversial municipal projects.
- Graphic and narrative documents support a rich understanding of the design by staff and a community that may not be familiar with design processes.
- A golf course architect can see beyond a traditional 18-hole golf experience and create a course that can be attractive to those in the golf community who oppose the project.
- A golf course architect who is eager to engage with community members, especially those in leadership roles with local youth golf teams and local golf professionals and organizations.
- A project that respects the original inhabitants of Minneapolis and pushes to heal past planning mistakes which scared the landscape and wholly modified Minnehaha Creek and Lake Hiawatha.
- Periodic communications to the public and agency stakeholders are prepared by a public relations specialist in tandem with MPRB staff to ensure straightforward, factual information is conveyed. Occasionally, the consultant may be required to collaborate with MPRB staff in the preparation of FAQs or other related responses to community questions or concerns.

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The MPRB assumes the above listed tasks are the core to the delivery of the project and through this solicitation a fully qualified team of experts will be engaged. A Scope of Work will be negotiated between the MPRB and the responder who is determined most qualified through this solicitation process and will rely significantly on the qualified team to deliver the project. In that process, outcomes as indicated in Section 2.4 will need to be fully considered by the selected team. Responders not able to meet those outcomes will be instructed to bolster their team or not be further considered.

2.6 PRELIMINARY PROJECT SCHEDULE

The MPRB anticipates work to begin immediately after contract execution. The following generalized schedule is provided as a guide for anticipated work and deliverables. The consultants selected for an interview, or the selected consultant will have the opportunity to weigh in on the schedule. We anticipate there will be modifications to the schedule based on the expertise of the potential consultant team.

Project Stage	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25
Scope Development	█	█													
Contract Approval			█												
Community Engagement					█	█				█				█	
Agency Engagement					█			█		█		█		█	
Inventory Data Gathering				█	█										
Schematic Design						█	█	█	█	█	█	█	█	█	
Establish Project Phasing												█	█	█	
Schematic Design Delivered															█

2.7 PROJECT BUDGET

The MPRB has established a budget for this stage of work as outlined in the following sources and uses table. The work for this contract shall include all project costs associated with project delivery. The sources and uses table is a starting point to guide a project budget and can be adjusted as needed, though no additional funds will be added to the overall project budget.

SOURCES		
Current Regional Park Funds		\$ 200,000
2025 Hiawatha - Regional Park Funds		\$ 1,010,000

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Total Sources		\$ 1,210,000
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USES	Component Stage	
MPRB Project Management and Staff Time		\$ 200,000
Misc. (postage, ads, etc.)		\$ 5,000
MPRB Portion of Community Engagement		\$ 10,000
Groundwater Monitoring Study		\$ 80,000
MPRB/City Portion of Bsmt. Elevation Survey		\$ 10,000
Community Org. Support		\$ 5,000
Community Org. Plantings		\$ 5,000
Community Engagement	Component A	\$ 30,000
Communications Plan, PR, Editorial	Component B	\$ 15,000
Basement Elevation Survey	Component C	\$ 10,000
Traffic Study	Component D	\$ 20,000
Phase I Environmental Study	Component E	\$ 40,000
ALTA/Topographical Survey	Component F	\$ 90,000
Phase II Environmental Study (If needed)	Component G	\$ 65,000
Geotechnical Investigation	Component H	\$ 15,000
Schematic Design and Cost Estimating	Component I	\$ 250,000
Schematic Golf Course Design	Component J	\$ 150,000
Peer Review		\$ 10,000
Pay Back Borrowed 2024 funds		\$ 200,000

Total Uses		\$ 1,210,000
Total Schematic Design Contract Maximum		\$ 685,000
BALANCE		\$ -

PART 3 REQUEST FOR QUALIFICATIONS**3.1 RESPONSES, IN GENERAL**

A response to this Request for Qualifications shall contain information in the order indicated in the chart in Section 3.2. Where responses to questions are required, the responder shall prepare a narrative response that may include graphic information, diagrams, or other means of communicating key messages. The MPRB anticipates a creative, straightforward, and unique response specific to this request such that all aspects demonstrate a clear relationship to the effort of producing the project.

The MPRB acknowledges the time it takes for consultants to prepare proposals and ready themselves for interviews. Likewise, MPRB staff have limited time and want to make the onboarding process as simple and efficient as possible. As a result, reviewers of the

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submissions will pay little consideration to graphic presentation. More weight will be given to project understanding, content, and clarity of the response than to the beauty of the response document. Keep it simple.

Failure to follow the requirements for content and format may result in disqualification of the response.

3.2 FORMAT AND CONTENT OF RESPONSES

A response to this request shall be provided in PDF format and delivered digitally as noted in Section 3.7. Responders shall direct particular attention to the order and requirements of information to be included in a response. Please organize your response so that it reflects the numbering and sequencing of the chart below.

Section	Description	Requirements
1	Cover letter	<ul style="list-style-type: none"> • There is no limitation on the content presented as part of this section. • This section shall be limited to one page.
2	Team identification	<ul style="list-style-type: none"> • The respondent shall provide the following information: <ol style="list-style-type: none"> 1) <i>The name, address, and telephone number of the lead consultant, and the office location from which the work would be conducted for a lead consultant not located in the Twin Cities area.</i> 2) <i>The names, addresses, and telephone numbers of other members of the consultant team, and the office locations from which the work would be conducted if the consultant team member is not located in the Twin Cities area.</i> 3) <i>The name, title, email address, and telephone number of the person who is primarily responsible for preparation of the response.</i> • This section shall contain no descriptive information about the consultant team other than the information requested. • This section shall be limited to one page.
3	Project understanding	<ul style="list-style-type: none"> • The respondent shall respond to the following information: <ol style="list-style-type: none"> 4) <i>Beyond information contained in this Request for Qualifications, describe the consultant team's understanding of the need and intent of this project. Questions to consider and build upon:</i> <ul style="list-style-type: none"> - <i>How will the consultant team assemble a response that recognizes the range of</i>

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communities with a stake at Lake Hiawatha?

- *What is the team’s understanding of the water investigations resulting from earlier stages of work at Lake Hiawatha?*
 - *How might the design team integrate a balance of recreation and nature?*
 - *What are the regional or environmental effects of a do-nothing scenario, where the golf course remains unchanged?*
 - *Will the design team explore an 18-hole option?*
 - *Where are the 9-hole success stories? Why are they successful?*
 - *How might you approach climate change impacts on an historic landscape?*
 - *What impacts or risks to the implementation of the Park Plan does the establishment of this site on the National Register of Historic Places pose?*
 - *What consultation is needed with Dakota or Indigenous people or tribal representatives?*
 - *How might the new golf course best fit within the MPRB golf course system?*
- 5) *How will the lead consultant ensure the work of this request is fully responsive to the outcomes identified?*

- No other information shall be included in this section.
- This section shall be limited to five pages.

Skills and experience of the lead consultant	<ul style="list-style-type: none">• The respondent shall respond to the following information:<ul style="list-style-type: none">6) <i>What single, non-MPRB project performed by the lead consultant is most similar to the focus of this request and what role did the lead consultant play in the project? Provide narrative, graphic, and pictorial support for that project.</i>7) <i>What role did the key personnel play in the referenced project and how did their performance contribute to the project’s success?</i>8) <i>Who may be contacted as a reference for detailed questions about the project identified as relevant similar experience?</i>
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		<p>9) <i>What other projects demonstrate the lead consultant's capacity to perform the work? Provide abbreviated narrative, graphic, and pictorial support for those projects.</i></p> <ul style="list-style-type: none">• Do not send standard cut sheets. We want to see how the lead consultant's previous work applies to this project.• No other information shall be included in this section.• This section shall be limited to two pages.
5	Skills and experience of other consultant team members	<ul style="list-style-type: none">• The respondent shall respond to the following information:<p>10) <i>What single, non-MPRB project performed by each member of the consultant team is most similar to the focus of this request and what role did the consultant member play in the project? Provide narrative, graphic, and pictorial support for that project.</i></p><p>11) <i>What role did the key personnel play in the referenced projects?</i></p><p>12) <i>Who may be contacted as a reference for detailed questions about each project identified as relevant similar experience in the response?</i></p>• Do not send standard cut sheets. We want to see how the other team members' previous work applies to this project.• No other information shall be included in this section.• This section shall be limited to three pages.
6	Key personnel	<ul style="list-style-type: none">• The respondent shall respond to the following information:<p>13) <i>What roles or areas of expertise are needed to fully satisfy the requirements of the requested work? Like, what specific design professionals will be needed to accomplish each part of the work?</i></p><p>14) <i>Which members of the consultant team will be assigned to those roles or areas of expertise? Why are those individuals best positioned to perform those roles or address each area?</i></p><p>15) <i>Provide a summary of projects or other experience demonstrating capacity for performing this work for each Key Personnel.</i></p>

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16) *What roles necessary to perform this work has the consultant team not included as part of its team?*

- Key personnel shall be those individuals responsible for assuming significant tasks and assuring the quality of key deliverables.
- Do not submit resumes.
- In submitting a response and identifying key personnel, the MPRB assumes the individuals have sufficient time to fully serve in their respective roles. Substitutions after the project has commenced shall require review and confirmation by the MPRB. In the event of a departure of any key personnel, the consultant team assumes all responsibilities related to “onboarding,” gaps of information, delays of the project, or other similar issues resulting from a transition in high level project personnel.
- No other information shall be included in this section.
- This section shall be limited to two pages.

7 Approach

- The respondent shall respond to the following information:

17) *In general terms, describe the general approach that will be pursued in the consultant team’s design process.*

- *Describe approaches that encourage a high degree of interaction between the MPRB, the consultant team, and the public.*
- *Describe the importance of clear communications between the design team/MPRB and the public.*
- *Highlight milestones and primary checkpoints in the consultant team’s design process.*
- *Frame the description in ways that the outcomes shared in this Request for Qualifications might be realized.*
- *Outline the general deliverables that will be important in demonstrating directions of the design at various stages of this process.*

18) *What tasks will be directed to the MPRB as a part of anticipated deliverables?*

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		<p>19) <i>How might the partnering agencies, MCWD and City of Minneapolis, best contribute to the process?</i></p> <ul style="list-style-type: none">• No other information shall be included in this section.• This section shall be limited to one page.
8	Schedule	<ul style="list-style-type: none">• The respondent shall respond to the following information: <p>20) <i>What are the key points and associated risks for the consultant team's deliverable and any incremental reviews by the MPRB?</i></p> <ul style="list-style-type: none">• No other information shall be included in this section.• This section shall be limited to one page.
9	Quality Control and Quality Assurance	<ul style="list-style-type: none">• The respondent shall respond to the following information: <p>21) <i>What standard or proprietary methods will be used to ensure the quality, completeness, and timeliness of interim and final deliverables?</i></p> <p>22) <i>Note a project whose Quality Assurance processes ensured success.</i></p> <p>23) <i>Note a project (can be anonymous) whose Quality Control caught errors or mistakes that might have otherwise compromised the project.</i></p> <ul style="list-style-type: none">• No other information shall be included in this section.• This section shall be limited to one page.
10	Review of standard agreement for professional services	<ul style="list-style-type: none">• The respondent shall respond to the following information: <p>24) <i>Confirmation that components of the MPRB's standard agreement for professional services are acceptable to the consultant team (AIA B101 Attached). And if there are components that are not agreeable, please note each.</i></p> <ul style="list-style-type: none">• No other information shall be included in this section.• This section shall be limited to one page.
13	Certification	<ul style="list-style-type: none">• The respondent shall respond to the following information: <p>25) <i>The consultant team shall provide and agree to the following statement, executed by an</i></p>

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individual with authority to represent fully the activities and interests of the responder:

I hereby certify that I am a duly authorized representative of the company and that the information contained within this response to the Minneapolis Park and Recreation Board's Request for Qualifications is current, true and correct to the best of my knowledge. I hereby authorize and request any person, agency or firm to furnish any pertinent information requested by MPRB deemed necessary to verify the statements made in this application.

(Signature) (Title) (Date)

- No other information shall be included in this section.
 - This section shall be limited to one page.
-

In additional to the requirements indicated in the chart above, responders shall note the following:

- In the requirements outlined above, the term "page" shall refer to the face of each page, such that one page is equal to one face of a sheet of paper.
- No page shall be larger than either 8-1/2 inches by 11 inches or A4 paper size, whichever is common to your practice or location.
- No text shall be smaller than 11 points for any portion of the primary narrative or smaller than 9 points for any other text.
- No other material or information shall be appended to a response.

3.3 EVALUATION OF RESPONSES

Responses to this Request for Qualifications will be reviewed by the following representatives* of the MPRB and its partnering agencies:

Tyler Pederson	<i>Design Project Manager</i>
Jon Duesman	<i>Construction Project Manager</i>
Rachael Crabb	<i>Water Resources Supervisor</i>
Roxann Maxey	<i>Golf Course Operations Manager</i>
Cliff Swenson	<i>Dir. of Design and Project Management</i>
Adam Arvidson	<i>Dir. Strategic Planning</i>
Michael Schroeder	<i>Assistant Superintendent for Planning Services</i>
Paul Hudalla	<i>Senior Professional Engineer, City of Minneapolis</i>
Angie Craft	<i>Dir. Surface Water and Sewers, City of Minneapolis</i>
James Wisker	<i>District Administrator, Minnehaha Creek Watershed District</i>
Michael Hayman	<i>Dir. of Project Planning, Minnehaha Creek Watershed District</i>

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*Substitutions may be required depending on staff availability.

Responses shall be reviewed using the following criteria:

Beauty of response document:	0 percent
Clarity and directness of the response:	20 percent
Experience of the consultant team, particularly regarding key personnel:	20 percent
Demonstrated understanding of the project:	35 percent
Coherency of approach to the work, especially directed to design process, interactions with project staff, and appropriateness of anticipated deliverables:	20 percent
Acknowledgement and understanding of project risks, the need for managing quality of the work, and the timeliness of milestones leading to project delivery:	5 percent

No consideration will be given to responses failing to follow the format established in Section 3.2.

Any determination relative to the selection of a consultant team made by the MPRB shall be considered final.

3.4 SELECTION OF CONSULTANT TEAM

Should it be determined after a detailed review of responses that interviews are necessary to determine the best qualified consultant team, the MPRB will organize interviews as follows:

- The consultant teams selected for an interview will be notified not less than five calendar days prior to the date scheduled for the interview.
- Participation in the interview will be limited to four members of the consultant team.
- The interview format will be provided to those selected for interviews at the time of notification. The MPRB requests that responders selected allow up to 60 minutes for an interview.
- The interview may require the consultant team to develop and present an initial scope of work and associated fees. Such presentation may be used in selecting a consultant team, but the scope and fee shall remain subject to negotiation.

The MPRB reserves the right to negotiate a scope and fee with more than one responder to determine the best value for the services requested.

The consultant teams selected for an interview shall consider information contained in a response to this Request for Qualifications to be read and understood, with no need to repeat or review that information during an interview. Additional information regarding interviews may be provided to the consultant team at any time up to the start of the interview.

It is intended that the same individuals identified as reviewers in Section 3.3 will conduct the interviews.

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3.5 QUESTIONS AND CLARIFICATIONS

Questions regarding this Request for Qualifications shall be directed VIA EMAIL ONLY to:

Tyler Pederson

[Tpederson@minneapolisparcs.org](mailto:tpederson@minneapolisparcs.org)

Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses will be provided to all known proposers via email by the date indicated in Section 1.3.

3.6 SUBMITTAL OF RESPONSES

Responses will be accepted only up to the time indicated in this Request for Qualifications. Responses shall be submitted in PDF format. Proposals shall be submitted VIA EMAIL ONLY to:

Tyler Pederson

[Tpederson@minneapolisparcs.org](mailto:tpederson@minneapolisparcs.org)

The email submittal must clearly state in the subject line the following:

Statement of Qualifications for: Lake Hiawatha Schematic Design Services

PART 4 CONTRACT REQUIREMENTS

4.1 CONTRACT

See Attachment 2 - MPRB standard AIA B101 Professional Service Agreement

PART 5 SUPPORTING INFORMATION

5.1 ATTACHMENTS

Download attachments here:

https://minneapolisparcs-my.sharepoint.com/:f/g/personal/pedertw0_minneapolisparcs_org/EhhH-GMVZp5LpAqjX_eXR1oB8eBBMJ5rTXtEIHf7UBuXA?e=95Bwa0

- Attachment 1 – SUPB Workforce Goals (to be included in an amendment)
- Attachment 2 – MPRB Standard AIA B101 Professional Service Agreement
- Attachment 3 – NRHP Information
- Attachment 4 – Trash Boom 2023 Year-End Report
- Attachment 5 – Bronze Foundation “Alternative 6” Proposal
- Attachment 6 – MPRB response to Bronze Foundation “Alternative 6” Proposal
- Attachment 7 – Sample ALTA/Topological Survey RFP
- Attachment 8 – MPRB Community Engagement Policy

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5.2 PROJECT LINKS

[Groundwater and Stormwater Assessment Project Page](#)

[February 2017, Stormwater, Surface Water, and Groundwater Analysis Summary](#) [PDF]

[June 2017, Water Management Alternatives](#) [PDF]

[July 2017, Executive Summary, Hiawatha Golf Course Assessment Report](#) [PDF]

[July 2017, Impact Assessment](#) [PDF]

[July 2017, Benefits and Costs Comparative Screening](#) [PDF]

[July 2017, ISI Envision Sustainability Framework Comparative Screening](#) [PDF]

[Hiawatha Golf course Area Plan Project Page](#)

[Adopted Master Plan](#) [PDF]

[Adopted Executive Summary](#) [PDF]

[Lake Hiawatha Area Additional Study and Preliminary Design Project Page](#)

[Tentative Project Schedule](#) [PDF]

[MPRB Comments Regarding Nomination of Hiawatha Golf Course to NRHP](#) [PDF]