Request for Qualifications

Design and Construction Document Services for Clubhouse

Meadowbrook Golf Course

Located at 201 Meadowbrook Road, Hopkins, Minnesota and a part of the Minneapolis park system

Issued by the Minneapolis Park and Recreation Board

Release date: 13 October 2020
Qualifications due: 2 November 2020, 3:00 pm Central Time

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Part 2 Project Information
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PART 1 GENERAL INFORMATION

1.1 REQUEST FOR QUALIFICATIONS
This Request for Qualifications is intended to solicit responses from qualified consultants or consultant teams for:

- Preparing a design, including program review, and preparing construction documents for a new clubhouse at Meadowbrook Golf Course;
- Assisting Minneapolis Park and Recreation Board staff in reviews and submittals to permitting authorities and other agencies with jurisdiction; and
- Performing construction contract administration services oriented to compliance with documents and implementation schedules.

This Request for Qualifications is offered through the Minneapolis Park and Recreation Board (MPRB), which will act as the contracting authority for work resulting from this request.

This Request for Qualifications is organized around the following core elements:

Part 1 General Information  
Part 2 Project Information  
Part 3 Request for Qualifications  
Part 4 Contract Requirements  
Part 5 Additional Information

All information related to this Request for Qualifications shall be obtained as described in Section 1.2. The Minneapolis Park and Recreation Board is the sole authority to speak to issues related to this Request for Qualifications.

This Request for Qualifications is open to entities eligible to participate in the City of Minneapolis Target Market Program. Should subconsultants be necessary to perform services under a contract issued to a qualified Target Market Program participant, those subconsultants shall also be qualified under the Target Market Program.

A Scope of Work and a fee for services will be negotiated with the successful responder.

1.2 CONTACT INFORMATION
The MPRB has assigned staff to manage the Request for Qualifications process, including any needs related to clarifications or questions. Any communications related to this request shall be directed VIA EMAIL ONLY to:

Tyler Pederson  
TPederson@minneapolisparks.org

No other staff is authorized to respond to questions or requests for clarification of this Request for Qualifications. 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 and will be provided to all known proposers via email 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 Minneapolis Park and Recreation Board will pursue the following schedule related to this Request for Qualifications and the engagement of a consultant or consultant team:

- Release of Request for Qualifications: 13 October 2020
- Questions or requests for clarifications due: 22 October 2020
- Last addenda posted, including MPRB responses: 26 October 2020
- Proposals due: 3:00 pm, 2 November 2020
- Interview notifications, if required: 4 November 2020
- Interviews, if required: 5-day minimum notification

Updates to the schedule and answers to submitted questions will occur only via an addendum to this Request for Qualifications. All addenda will be posted on the MPRB Business Opportunities site.

PART 2 PROJECT INFORMATION

2.1 BACKGROUND

The MPRB owns and operates Meadowbrook Golf Course, located outside the corporate limits of the City of Minneapolis. In 2016 the existing clubhouse suffered irreparable water damage and was subsequently razed. The MPRB has been operating from a temporary clubhouse under a Conditional Use Permit from the City of Hopkins. The MPRB intends to design and construct a new clubhouse according to terms of the Conditional Use Permit. To accomplish the new clubhouse, proposed to be located in approximately the location of the former clubhouse, the MPRB requires the services of a consultant team qualified to design a buildable project and prepare construction documents, including documents suitable for bidding, and perform construction contract administration services. The consultant team will also be responsible for assisting MPRB staff in securing approvals and permits required to advance the project.

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 facilitate required community engagement meetings. The consultant team will support the engagement process by providing documents (drawings, illustrations, and other graphics) that are in-process. It is not anticipated that the consultant team will prepare documents beyond those necessary to directly prepare and advance the design.
Landscape architectural services will be provided by MPRB staff.

Work related to the project must be pursued so that the new clubhouse is completed and is occupiable by 4 April 2022.

2.2 GENERAL SCOPE OF WORK
The MPRB is soliciting qualifications with the intention of entering into a contract for the preparation of design and construction documents and the performance of construction contract administration services for the new clubhouse. The process will require a building program, but it is anticipated that the primary focus of the new clubhouse will be point-of-sale transactions related to the play of golf.

The budget for the constructed project (inclusive of design and engineering fees, administrative costs, municipal fees) has been established at $450,000. It will be important the development of a design for the new clubhouse is demonstrated that it can be achieved within the project budget.

The scope of work, at a minimum, is expected to:

a) Review needs related to point-of-sales transactions and other core needs supporting golf transactions but not including food or beverage sales other than sales of prepared items that can be sold over-the-counter without food handling, to determine an appropriately sized facility;

b) Reviewing needs related to site activities that are necessary or desired to support golfers in non-golf play activities spaces near or adjacent to the new clubhouse;

c) Review the site and services to the site to determine appropriate orientation and services for the new building;

d) Prepare design documents, in stages as described in Section 2.3, allowing for incremental reviews and alignment with the project budget;

e) Integrate work prepared by the MPRB and related to site design and landscape architecture into design and construction documents;

f) Support, but not necessarily facilitate, engagement of the public and project stakeholders in conformance with the MPRB’s Community Engagement Policy;

g) Identify and provide supporting materials for any municipal permits and approvals, but not necessarily participating in meetings associated with those permits and approvals;

h) Provide incremental estimates of construction costs, including any fixtures, furnishings, and equipment and prepare recommendations for aligning estimated costs with project budget; and

i) Perform other services necessary or intended to deliver a superior design and compelling project.

2.3 PROJECT DEVELOPMENT STAGES
In order to guide the work, the MPRB anticipates deliverables according to logical stages of plan development. To align the work with expectations of staff review and any associated
public engagement, the following general thresholds shall be considered by the consultant in defining a Scope of Work as part of a Professional Services Agreement:

At the completion of Preliminary Design/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 elements and systems have been defined according to criteria established by the MPRB and the consultant;
- Major project decisions have been made and are demonstrated in initial design drawings;
- Initial estimates of cost can be reasonably achieved;
- Regulatory compliance has been reviewed such that the project can be reasonably achieved;
- 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 in meetings;
- The project has received “concept” approval from the Board of Commissioners, establishing the Preliminary Design as the proper path to implement; and
- A robust initial project development review has been completed with a log of issues and comments recorded.

At the completion of Design Development, the work shall be approximately 60 percent complete and:

- Design of major project elements and systems have been completed and the type, size and location of those elements and systems are fixed relative to the project site and building configuration;
- The relationship of elements and systems of the project can be fully assessed for agreement or conflict;
- The constructability of the project can be fully demonstrated;
- The project’s conformance with standards, regulations, and best practices can be determined;
- Updates to project costs can be reasonably determined;
- Methods of perpetuating the completed project can be reasonably assessed by the MPRB relative to cost, operational parameters, access, and other factors determined through the design process;
- Changes to the Preliminary Design in terms of scope, magnitude, cost, and program impacts have been communicated to MPRB staff and, if necessary, from the perspective of MPRB staff, to the public and the Board of Commissioners;
- Issues and comments identified in the initial project development review are resolved; and
• A project development review commensurate with this stage of design has been completed with a log of issues and comments recorded.

At the completion of Final Design and Construction Documents, the work shall be approximately 95 percent complete and:

• Project deliverables necessary to construct the proposed improvements have been substantially demonstrated in a set of drawings and associated specifications;
• Details associated with the construction of elements and systems of the project have been considered for compliance with standards, regulations, and best practices;
• Permits have been obtained or all documentation necessary to obtain permits is in place;
• Issues and comments identified in the project development review are resolved;
• Reviews by functional units within the MPRB have been accomplished with written comments provided to the design and engineering consultant;
• A final estimate of project construction costs can be reasonably delivered; and
• The application of signatures or stamps of responsible professionals can be reasonably assumed to be occurring within two weeks of the review.

2.4 PROJECT OUTCOMES

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

Facility-related outcomes
• A design addressing needs and opportunities related to point-of-sales transactions for golf, with the capacity for later additions that expand the use of a clubhouse complex; from that perspective, it may not be necessary to directly attach a future building to the new clubhouse;
• A facility that will be used primarily during the golf season, in addition to limited periods leading to and following the golf season, but with the capacity, if desired, for the MPRB to use the building for non-golf uses at other times of the year including all provisions to occupy the building during the winter season;
• A design aligning with the sources and magnitude of funding available for the work and that demonstrates a path to implementation aligned with available funding;
• A design that can be implemented incrementally, if necessary, with respect for future needs and opportunities;
• A design that can be perpetuated with the latest and evolving technologies;
• A reliable opinion of probable cost, established in year-of-implementation dollars, along with estimates of the costs of operations;
• A design that is efficient and demonstrates ease of operations, even to such a degree that it sustains itself; and
• A design that is compelling for the setting but does not overwhelm the intrinsic character of the golf course.

**Process-related outcomes**
• A process that respects the MPRB’s Community Engagement Policy;
• A process that encourages innovation and invention, particularly relative to building type and function;
• Documents supporting a rich understanding of the design by staff and a community that may not be familiar with design processes;
• A vision for the project that can be realized in a relatively short timeframe, demonstrates consistency with input from the public and especially where that input can be elevated to new degrees of potential for the project;
• A design that can be approved by the MPRB and any jurisdictions with authority over the project; and
• A process that keeps MPRB staff assigned to this project at the forefront of interactions with the community.

**Community-related outcomes**
• A design capable of serving golf needs well into the future without interruption for remodelings or additions; and
• A design that is unique and wholly appropriate for Meadowbrook Golf Course.

### 2.5 CONTRACTED SERVICES
While the MPRB assumes the above listed tasks as core to the delivery of the project, it also believes that through this solicitation a fully qualified expert will be engaged. As a Scope of Work will be negotiated between the MPRB and the responder determined as most qualified through this solicitation process, it will rely significantly on the qualified expert to deliver the project. In that process, outcomes as indicated in Section 2.4 will need to be fully considered by the selected consultant.

### 2.6 PROJECT SCHEDULE
The MPRB anticipates a process related to the preparation of design and construction documents allowing for construction to begin in late 2020 or early 2021 on at least one Creation Space. The following generalized schedule is provided as a guide for anticipated work and deliverables:

<table>
<thead>
<tr>
<th>Project Schedule</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
</tr>
<tr>
<td>Project Stage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program development</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.7 PROJECT BUDGET
The MPRB has established a budget for the new clubhouse of $450,000, which shall include all project costs. On a preliminary basis, the budget might generally be directed to the new clubhouse project as follows:

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction, including contingency</td>
<td>$340,000.00</td>
<td></td>
</tr>
<tr>
<td>Architectural design and engineering (consulting fees)</td>
<td>$46,900.00</td>
<td>13.8%</td>
</tr>
<tr>
<td>Landscape architecture</td>
<td>$4,100.00</td>
<td>1.2%</td>
</tr>
<tr>
<td>Survey, geotechnical services</td>
<td>$10,200.00</td>
<td>3.00%</td>
</tr>
<tr>
<td>Furnishings, including contingency</td>
<td>$17,000.00</td>
<td>5.00%</td>
</tr>
<tr>
<td>Project management, administration</td>
<td>$20,400.00</td>
<td>6.00%</td>
</tr>
<tr>
<td>Agency fees, permits</td>
<td>$3,400.00</td>
<td>1.00%</td>
</tr>
<tr>
<td>Miscellaneous expenses</td>
<td>$8,000.00</td>
<td>2.35%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$450,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>

In contracting for services related to preparation of design and construction and the conduct of construction administration services, the MPRB must recognize the value paid for consulting services relative to the funds available to implement the project.

2.8 PROJECT GUIDANCE
In addition to coordination of project activities provided by a consultant through MPRB staff, the design process in anticipated to include engagement and review by staff groups and members of the community and Meadowbrook Golf Course stakeholders. Such engagement and review will be led by MPRB staff with support, as appropriate and necessary, by the consultant. The frequency and timing for engagement sessions and project reviews will be determined in concert with the selected consultant or consultant team, but MPRB staff will be primarily responsible for this work.

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, unique response specific to this request such that all aspects demonstrate a clear relationship to the effort of designing Graco Park and Parcel D. Standardized or “boilerplate” information, including firm descriptions, personnel resumes, and project narratives shall not be provided as a part of a response.

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 (portable data file) format, 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 as indicated in the following chart:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover letter</td>
<td>• There is no limitation on the content presented as part of this section.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This section shall be limited to two pages.</td>
</tr>
<tr>
<td>2</td>
<td>Team identification</td>
<td>• The respondent shall provide the following information:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1) The name, address, and telephone number of the lead consultant, and the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>office location from which the work would be conducted for a lead consultant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>not located in the Twin Cities area;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2) The name, address, and telephone number of other members of the consultant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>team, and the office location from which the work would be conducted if the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>consultant team member is not located in the Twin Cities area; and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3) The name, title, email address, and telephone number of the person who is</td>
</tr>
<tr>
<td></td>
<td></td>
<td>primarily responsible for preparation of the response.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This section shall contain no descriptive information about the consultant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or consultant team other than the information requested.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• This section shall be limited to two pages.</td>
</tr>
<tr>
<td>3</td>
<td>Project understanding</td>
<td>• The respondent shall respond to the following information:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4) Beyond information contained in this Request for Qualifications, describe</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the consultant’s or</td>
</tr>
</tbody>
</table>
consultant team’s understanding of the need and intent of this project.

5) How will the lead consultant ensure the work of this request is fully responsive to the outcomes identified in this request?

• No other information shall be included in this section.
• This section shall be limited to two pages.

| 4 | Skills and experience of the lead consultant | The respondent shall respond to the following information:
|   |                                           | 6) What single 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.
|   |                                           | 7) What role did the Key Personnel play in the referenced project and how did their performance contribute to the project’s success?
|   |                                           | 8) Who may be contacted as a reference for detailed questions about the project identified as relevant similar experience?
|   |                                           | 9) What other projects demonstrate the lead consultant’s capacity to perform the work? Provide abbreviated narrative, graphic, and pictorial support for those projects.

• No other information shall be included in this section.
• This section shall be limited to three pages.

| 5 | Skills and experience of other consultant team members | The respondent shall respond to the following information:
|   |                                           | 10) What single 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.
|   |                                           | 11) What role did the Key Personnel play in the referenced projects?
|   |                                           | 12) Who may be contacted as a reference for detailed questions about each project identified as relevant similar experience in the response?

• No other information shall be included in this section.
• This section shall be limited to five pages.
6  Key Personnel  • The respondent shall respond to the following information:

13) What roles or areas of expertise are needed to fully satisfy the requirements of the requested work?

14) Which members of the consultant or consultant team will be assigned to those roles or areas of expertise? Why are those individuals best positioned to perform those roles or address the areas of expertise?

15) Provide a summary of projects or other experience demonstrating capacity for performing this work for each Key Personnel.

16) What roles necessary to perform this work has the consultant or 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.

• 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 or 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 four 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’s or consultant team’s design process. Describe approaches that encourage a high degree of interaction between the MPRB, the consultant or consultant team, and the public. Highlight milestones and primary checkpoints in the consultant’s or 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?**

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

| 8 | Schedule | The respondent shall respond to the following information:

19) **What are the key points for the consultant’s or consultant team’s deliverable and any incremental reviews by the MPRB?**

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

| 9 | Quality management | The respondent shall respond to the following information:

20) **What methods will be used to ensure the quality, completeness, and timeliness of interim and final deliverables?**

- 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 | The respondent shall respond to the following information:

21) **What components of the MPRB’s standard agreement for professional services are not acceptable to the consultant or consultant team (AIA B101 Attached)?**

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

| 13 | Certification | The respondent shall respond to the following information:

22) **The consultant or consultant team shall provide and agree to the following statement, executed**
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 (side) of a sheet of paper;
- No page shall be larger than 8-1/2 inches by 11 inches;
- No text shall be smaller than 11 point for any portion of the primary narrative or smaller than 9 point for any other text; and
- 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, at a minimum, the following representatives of the MPRB and any project partners:

- Tyler Pederson  
  Design Project Manager and Landscape Architect, MPRB
- Jon Duesman  
  Construction Project Manager, MPRB
- Allison Dahlin  
  Rehabilitation Project Manager, MPRB
- Cliff Swenson  
  Director, Design and Project Management, MPRB
- Joe Green  
  Golf Course Operations Manager (Meadowbrook), MPRB
- Roxann Maxey  
  Golf Course Operations Manager (Wirth), MPRB
- Chris Aumock  
  Golf Course Foreman (Meadowbrook), MPRB
- Larry Umphrey  
  Director, Recreation Centers and Programs and Golf, MPRB

Responses shall be reviewed using the following criteria:
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Meadowbrook Golf Course
Located at 201 Meadowbrook Road, Hopkins, Minnesota and a part of the Minneapolis park system

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- Adherence to the required format of the response: No consideration will be given to proposals failing to follow the format
- Clarity and directness of the response: 10 percent
- Experience of the consultant or consultant team, particularly with regard to Key Personnel: 30 percent
- Demonstrated understanding of the project: 20 percent
- Coherency of approach to the work, especially directed to design process, interactions with project staff, and appropriateness of anticipated deliverables: 30 percent
- Acknowledgement and understanding of project risks, the need for managing quality of the work, and the timeliness of milestones leading to full delivery: 10 percent

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

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

- The consultant or 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 or consultant team;
- The interview format will be provided to those selected for interviews at the time of notification. The MPRB requests that responders selected for an interview allow up to 45 minutes for an interview.
- The interview may require the consultant or consultant team to develop and present an initial scope of work and associated fees. Such presentation may be used in selecting a consultant or 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 in order to determine the best value for the services requested.

The consultant or 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 or 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. The interview panel may be expanded based on reviews of the responses received.

3.5 QUESTIONS AND CLARIFICATIONS
Questions regarding this Request for Qualifications shall be directed VIA EMAIL ONLY to:

Tyler Pederson
Tpederson@minneapolisparks.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 portable data file (PDF) format. Proposals shall be submitted VIA EMAIL ONLY to:

Tyler Pederson
Tpederson@minneapolisparks.org

The email submittal must clearly state in the subject line that the communication contains:

Statement of Qualifications for
DESIGN AND CONSTRUCTION DOCUMENT SERVICES RELATED TO CREATION SPACES

PART 4 CONTRACT REQUIREMENTS
<<<insert MPRB standard professional services requirements or include it as an attachment>>>

PART 5 SUPPORTING INFORMATION

5.1 MPRB Study
While not intended as definitive from a program or design perspective, the MPRB has explored design directions related to a point-of-sales focused new clubhouse. That information is provided here for reference only.
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