

September 26, 2024

Jeff Johnson

Director of Public Works

City of Mankato
10 Civic Center Plaza
Mankato, MN 56001

507.995.6389
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**RE: Professional Services Proposal for
Sibley Park Restoration**
Mankato, Minnesota

ISG

Jeff,

Flooding of the Blue Earth River has damaged the ballfields at Sibley Park. As your dedicated design partner, ISG is ready to assist the City of Mankato with park restoration. With our in-house, multi-disciplinary team, local office, extensive industry experience, and thorough project understanding, ISG proposes the following scope of services to meet your needs.

PROJECT UNDERSTANDING

ISG understands that the City is working to obtain FEMA funding to restore the park to its pre-flooding condition. The project area is approximately 25 acres on the north side of Sibley Park. The scope for this project will include the following

- Mass grading plan to remove the sediment on the north side of Sibley Park
- Ballfield restoration including chain-link backstops, baseline fencing, and dugouts with metal benches for all three fields. One field will include a chain-link outfield fence.

ISG understands the City's opinion of probable cost is **\$525,000**. This will be updated throughout the design process. Utilities are assumed to be undamaged and are not part of the project scope.

SCOPE OF SERVICES

Pre-Design

Topographic Survey

ISG will provide a topographic survey of approximately 25 acres on the north side of Sibley Park. The survey will locate existing elevations and topographic features such as buildings, streets, and utilities that may be incorporated into the overall site design.

At selective locations, ISG will remove the sediment to what appears to be the existing ground. This information will be used to determine approximate sediment depth.

Preliminary Design

Project Kickoff Meeting

Our team will facilitate a kickoff meeting to discuss the project and confirm project expectations, including scope, timeline, deliverables, and project budget expectations.

Proposed Site Plan

ISG understands that to receive FEMA funding, the site must remain unchanged from its existing conditions. Therefore, ISG will develop a proposed site plan that mirrors the current layout.

Deliverables

- Up to two (2) coordination meetings
- Proposed Site Plan
- Preliminary opinion of probable costs

Final Design**Construction Documents**

ISG will prepare construction documents as required for obtaining competitive public bids for the restoration of Sibley Park. The construction documents will be paired with a complete specification manual, utilizing the City standard specifications where applicable, to supplement the drawings and will include the estimated plan sheets pending the final design:

- Cover sheet
- Existing conditions and removals
- Traffic control and staging
- Site details
- Erosion control
- Stormwater Pollution Prevention Plan
- Site layout
- Grading and drainage
- Landscape and restoration

Deliverables

- Up to three (3) coordination and review meetings
- 50% construction documents and specifications
- 50% opinion of probable costs
- 90% construction documents and specifications
- 90% opinion of probable costs
- 100% construction documents and specifications

Permitting

ISG has a full development services team that will coordinate all project permitting and plan review needs. It is understood that the City of Mankato is the authority having jurisdiction (AHJ). The contractor(s) will be responsible for obtaining and maintaining all construction-related permits, and the City will be responsible for all permit application costs.

Assumed Permits + Reviews

- City Site Plan Review
- Land Disturbance Permit
- National Pollutant Discharge Elimination System (NPDES) Construction Stormwater General Permit

Not Required

It is ISG's understanding that the following will not be required:

- Platting
- Building Permit
- Rezoning
- Variances
- Public water or sanitary extensions (MPCA and MDH reviews)
- MnDOLI Plumbing Plan Review
- Site Improvement Performance Agreement

Coordination with FEMA is currently not included in the scope of services. If the City prefers that ISG handle the coordinate with FEMA, this can be provided at an hourly rate on a time and materials (T+M) basis.

Bidding Administration

ISG will provide the professional design services to prepare the bidding documents, including plans and specifications using QuestCDN. ISG will bid the project virtually and coordinate the advertisement for bid and publications. ISG will respond to contractor questions, issue addenda as needed, lead the bid opening, tabulate, and review the bids, and provide a letter of recommendation.

Deliverables

- Advertisement for bid
- Upload bidding package (PDF)
- Issue addenda as needed
- Respond to contractor questions
- Lead the bid opening
- Bid tabulations
- Letter of recommendation

Construction Administration

This is not in contract (NIC), however, below is the anticipated scope. ISG will update our proposal as required to support the project after bidding. ISG anticipates providing the following construction administration services for this project and proposes that this work will be billed on a T+M basis, Not to Exceed (NTE) amount. This will allow the City to utilize ISG as needed for site visits and other needs during the anticipated five (5) months active construction period, beginning April 2025 and closing September 2025.

Preconstruction

- Issue Notice of Award Issue Notice to Proceed
- Issue draft and final copies of construction contract (EJCDC) for the Contractor and City
- Request and review payment and performance bonds
- Request and review contractor's Certificate of Insurance (COI)
- Request and review Contractor's list of subcontractors
- Request and review initial construction schedule
- Request and review copy of safety programs
- Facilitate a preconstruction meeting with meeting minutes
- Set up web-based construction administration project tracking software

Shop Drawings + Requests For Information (RFI)

- Review and respond to all shop drawings and a second review on no more than 20% of the submitted drawings
- Review and respond to all RFIs. It is anticipated that the project will have seven (7) RFIs

Construction Observation + Recurring Meetings

ISG assumes our team will visit the site and participate in construction meetings every other week starting April 20, 2026 and concluding September 1, 2026. ISG is assuming 10 regularly scheduled site visits and meeting minutes distribution.

Change Orders (CO), Proposal Requests (PR), and Supplemental Instructions (SI)

- Execute COs, PRs, or SI for the project as anticipated or defined under the original work scope. Additional work scope items requested by the City are subject to additional fees. ISG can provide a subsequent proposal for additional work items should they be requested.
- Review contractor pricing and provide recommendations to the City.

Special Inspections and Testing Review

- Special inspection and testing reports provided by the City's selected consultant.

Pay Applications

- Review monthly pay applications submitted by Contractor for City review and payment. It is assumed that there will be up to five (5) pay applications.

Project Closeout

- Execute Substantial Completion by participating in the punchlist walkthrough and providing the Contractor a list of items requiring completion and correction. It is assumed that the punchlist for all trades will occur simultaneously.
- Execute Final Completion by reviewing the completion of all punchlist items and providing the Certificate of Substantial Completion authorizing the City to occupy the site.

PROJECT SCHEDULE

ISG assumes the scope outlined in this proposal will start in fall 2024 and construction will start in the spring of 2025 and be completed in fall 2025.

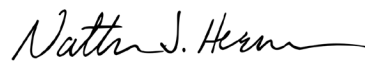
COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the following schedule. Anticipated reimbursable expenses such as travel, mileage, and printing are included.

Phase	Cost
Site Survey	\$6,000
Preliminary Design	\$12,500
Final Design	\$23,000
Permitting	\$2,500
Bidding Administration	\$5,000
Total	\$49,000
Construction Administration	TBD

ISG appreciates the opportunity to provide a solution tailored to the needs of City of Mankato. Upon acceptance of this proposal, please sign the acknowledgment box and return a copy of the proposal to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,



Mitchell Workmon, PLA

Landscape Architecture Group Leader

Nathan Hermer, PE

Civil Engineer

ACKNOWLEDGMENT OF ACCEPTANCE

This proposal is valid for 30 days.

Accepted this _____ day of _____, 2024.

Company: _____
Print

Name: _____
Print

Title: _____
Print

Signature: _____