

WAYZATA CITY COUNCIL SPECIAL WORKSHOP MEETING AGENDA

Wayzata City Hall Community Room, 600 Rice Street

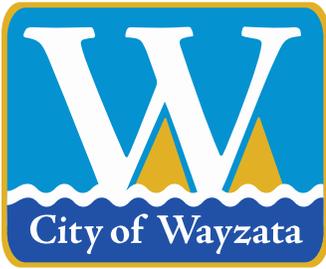
Tuesday, May 24, 2016

5:30 PM - CITY COUNCIL SPECIAL WORKSHOP MEETING

WORKSHOP TOPICS FOR DISCUSSION:

- 1. Council Interview City Assessor Candidate Rolf Erickson (5:30 PM)**
- 2. Council Interview Three (3) Owners Representatives for Mill Street Parking Ramp Project (6:15 PM or immediately following)**

Members of the City Council and some staff members may gather at the Wayzata Bar and Grill immediately after the meeting for a purely social event. All members of the public are welcome.



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke

City Manager:
Jeffrey Dahl

DATE: May 19, 2016

TO: Mayor Willcox and Councilmembers

FROM: Jeffrey Dahl, City Manager

SUBJECT: Proposal for Residential City Assessor Services---Southwest Assessing

Rolf Erickson will be presenting his proposal to provide residential assessing services to the City in order to replace the retiring Dan Distal. Attached is his firm's proposal.

Earlier this month, City Council heard a presentation from Jim Atchison from Hennepin County to provide residential assessing services. Currently, Dan Distal provides residential assessing services and Hennepin County provides commercial assessing services.

Staff is hoping to receive direction of a preferred firm at the work session and then have a draft contract for approval at the June 7 meeting.

Southwest Assessing

P.O. Box 47841

Plymouth, MN 55447

Assessor84@comcast.net

763-473-3978

April 4, 2016

Doug Reeder
Wayzata City Manager
600 Rice St. E.
Wayzata, MN 55391

RE: Assessing Contract

Dear Mr. Reeder:

Thank you for allowing me to submit my bid for the assessing contract for the City of Wayzata. I have been contracting with Minnesota cities to do assessing work since 1979. I currently am the City Assessor for five cities and have five people who work with me. I think that it is beneficial to a city to have a local assessor. Smaller local government is better than larger units of government.

As you know, all property tax assessing activities are prescribed in Minnesota State Statutes. I have attached a document, Expectations of Assessors, which is published by the Hennepin County Assessor and spells out what all local assessors and Hennepin County assessors are expected to do throughout the assessment year. I have also enclosed a memo that explains what is covered by our services and a copy of a sample contract that I use with my other cities. I have included my proposed price for the Wayzata assessing contract in the sample contract.

Please note that I separate my fee into two sections. The first is for labor and transportation and the second is for supplies and materials. The requested amount for labor and transportation is \$57,900. I cap the amount of supplies and materials at \$2,000 annually. The amount billed is not usually that much.

If you have further questions on the supplied information, please contact me.

Sincerely,



Rolf Erickson

TO: Doug Reeder, Wayzata City Manager

FROM: Rolf Erickson, Southwest Assessing 763-473-3978

DATE: April 4, 2016

RE: Wayzata Assessing Price

Yearly Assessing Fee	\$57,900
Total Expenses (maximum)	\$2,000
Yearly Total	\$59,900

This memo has been prepared in response to your request for our price to provide assessing services to the City of Wayzata. We ask for a one year contract and we split the services provided into two categories: monthly fee for labor and transportation and prorated items to be billed separately.

The City of Wayzata has 1742 taxable parcels. The assessing fee listed here is dependent on the following:

The Hennepin County Assessor's Office does not require more work than is statutorily required.

The assessor physically inspects and revalues 20% of all property each year. If property owners are not home at the time of inspection and we believe we do not have adequate interior information, a tag is left on the door requesting that the owner call to schedule an appointment.

The assessor physically inspects and values all new construction, additions and renovations each year.

All taxable parcels in the City are valued each year after analyzing sales that have occurred in the time period specified by the state. Values are posted electronically to the assessment roll and the file is transmitted in prescribed format to Hennepin County.

The assessor maintains and updates the property characteristics of all property types and submits them to Hennepin County's mainframe database.

The assessor attends monthly meetings of all Hennepin County assessors, and additional "residential assessment" meetings, "commercial and industrial" meetings, the annual "Assessment Information and Communication" meeting and other information sessions or training sessions offered by the Hennepin County Assessor's Office.

The assessor administers the homestead classification database including the maintenance of the Social Security Number file.

The assessor maintains a subscription in the Assessor Commercial Exchange (ACE) and completes all data exchanges in the ACE format for submission to the Hennepin County Assessor's Office.

The assessor completes all divisions and combinations of property values.

The assessor conducts valuation reviews prior to the Local Board of Appeal and Equalization and at other times as requested by property owners.

The assessor attends the Local Board of Appeal and Equalization and performs all necessary review appraisals.

The assessor responds by phone or in-person meetings to requests by property owners, general public, government officials, county assessor staff and others regarding assessment or appraisal issues and inquiries.

Requests for tax abatements are initially processed by the assessor and then forwarded with the necessary information to the Hennepin County Assessor's Office for further action.

Hennepin County is responsible for Open Space values on Golf Courses with the local assessor valuing the club house, misc. buildings and the deferred land values.

Hennepin County is responsible for representing the City in all property tax court cases. The local assessor cooperates with the County by providing necessary data.

Additional Expenses that Wayzata would be billed for separately include:

- Prorated Annual Hennepin County Commercial Data Exchange Fee
- Prorated Monthly County Data Fee
- Prorated Marshall Valuation Service
- Prorated Apex Drawing Support
- Office Supplies
- Copying and Printing Costs
- Photos-older photos are being replaced by electronic photos as each quintile is done. This is a requirement of Hennepin County.
- Postage

Prorated Expenses are shared among the cities that we assess and are based on the parcel count in each city.

Total expenses and prorated expenses- Will be no more than \$2,000 per year.

Please let us know if you have additional questions.

Respectfully,
Rolf Erickson

SAMPLE CONTRACT FOR ASSESSING SERVICES

This contract is made this first day of May, XXX, by and between the City of Wayzata, Hennepin County, Minnesota (hereinafter called the "Municipality") and Rolf Erickson, P.O. Box 47841, Plymouth, Minnesota, 55447 DBA Southwest Assessing, a Minnesota Corporation (hereinafter called the "Contractor")

The Contractor represents that he is a Licensed Minnesota Assessors as required in Chapter 273 of Minnesota Statutes and that he is a qualified real estate appraiser.

ASSESSING SERVICES: The Municipality hereby contracts for and the Contractor hereby agrees to cooperate with officials of the Municipality and the County of Hennepin in performing 2017 assessment services as defined in Minnesota Statutes. The Municipality agrees and acknowledges that the manner and the method used in the performance of the assessment duties will be under the control and direction of said Contractor.

CONTRACT PRICE: In consideration of the services rendered by the Contractor, the Municipality shall pay to the Contractor at the above stated address, the sum of \$57,900.00 payable in twelve (12) installments of \$4,825.00 beginning June 2106 and ending May 2017.

TERM OF CONTRACT: June 1, 2016 through May 31, 2017.

The following services are to be billed separately on an as needed basis, not to exceed a total of \$2000.00. Supplies, postage, Hennepin Data Services, software support for commercial valuation software and drawing software.

FURNISHING OF EQUIPMENT: The contractor shall provide all transportation necessary for the performance of the services contracted for. The Municipality shall furnish all supplies necessary for the performance of the services contracted for, including the Hennepin County Data fee (total supplies limitation of \$2000 annually-see above).

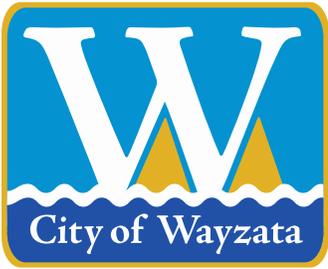
ATTENDANCE AT COUNCIL MEETINGS: The Contractor shall attend the local board of review meeting on the date selected by the Municipality and the Contractor and not to exceed three other Municipality council meetings during the term of the contract.

LEGAL STATUS: The parties agree that the Contractor is not required to maintain office hours, shall not receive retirement benefits, health insurance benefits, or any other fringe benefits offered to employees of the Municipality and shall, in all respects, be deemed independent an contractor.

IN WITNESS WHEREOF, the Contractor and the Municipality have executed this Contract this day of 2015.

City of Medina(Municipality)
by

Southwest Assessing (Contractor)
by



City of Wayzata
600 Rice Street
Wayzata, MN 55391-1734

Mayor:
Ken Willcox

City Council:
Bridget Anderson
Johanna McCarthy
Andrew Mullin
Steven Tyacke

City Manager:
Jeffrey Dahl

DATE: May 19, 2016

TO: Mayor Willcox and Councilmembers

FROM: Jeffrey Dahl, City Manager

SUBJECT: Proposals for Owners Representatives for Mill Street Parking Ramp

Earlier this month, staff sent out an RFP to selected firms that could provide construction management services as the City's "Owner Representative" for the pending construction of the Mill Street Parking Ramp. After reviewing the proposals, staff has selected three finalists that will present to the Council at our Tuesday, May 24, 2016 work session. Attached are their proposals for your review. They will present their proposals for 20 minutes and then we will allow 10 minutes for questions. The order of presentations will be:

6:15 pm---SEH, Inc.
6:45 pm---TEGRA Group
7:15 pm---Terranova, LLC

The objective of this portion of the work session will be to review the proposals and discuss afterwards. Staff is hoping to receive direction of a preferred firm for approval at the June 7 Regular Council Meeting.



Building a Better World
for All of Us®

May 19, 2016

RE: City of Wayzata Owners Representative
Mill Street Parking Ramp
SEH No. WAYZA 137222 10.00

Doug Reeder
Interim City Manager
City of Wayzata
600 Rice Street East
Wayzata, MN 55391

Dear Mr. Reeder:

Thank you for the opportunity to propose Owner's Representative services to the City for the Mill Street Parking Ramp. The SEH team is uniquely qualified with experience and know how to provide these services for the benefit of Wayzata.

Short Elliott Hendrickson Inc. (SEH®) Greg Finstad will lead the SEH team as the Owner Representative for the Mill Street Parking Ramp project. SEH has read the request for services from the City of Wayzata and understands the services being required. SEH has reviewed and analyzed the City approved preliminary plans as prepared by HGA and Walker Parking Consultants. In addition to the schedule for completion of design and construction, SEH also understands the design process included input from the community in a series of design workshops directly involving the Steering Committee and the Design Consultant Team.

This key important project for the City of Wayzata has been planned and anticipated for many years. As the Owner Representative, SEH will work to maintain the best interest of the owner throughout the final design and construction. This will include assistance and input in resolution of the design with or without the roof and design of the exterior cladding of the structure.

It is anticipated the schematic design will be completed in June, final design and construction documents completed the end of August, with bidding in September followed by construction starting in October of 2016 with completion in May of 2017.

As the Owners Representative we will communicate with all of the project team members, designers and contractors. We will not only talk to them about their specific tasks, but will focus on specific components with an eye toward what else will, or might be, affected by what is occurring during the particular stage of design or construction. Throughout the design and construction, SEH will be communicating with the City Manager or his designee to keep them informed as to the design and construction status to assure the City there are "no surprises".

Planning is paramount to the creation, implementation and success of this project. But, in reality, changes do happen. Our job as your Owner's Representative is to offer you alternatives when the time comes and

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10901 Red Circle Drive, Suite 300, Minnetonka, MN 55343-9302
SEH is 100% employee-owned | sehinc.com | 952.912.2600 | 800.734.6757 | 888.808.8166 fax

you need them. Equally important is our ability to see how alternatives will affect the project bottom line and the final physical product.

SEH is very comfortable in providing all of the services requested in the RFP, including:

- Value engineering
- Cost estimates
- Recommendations on bidding procedure
- Recommendations on construction methods to minimize disruption to the neighborhood
- Coordinate and assist Architect in hiring of the testing company
- Monitor and observe construction and attend weekly construction meetings
- Review pay requests
- Review of change order proposals
- Participate in preparation of the final punch list
- Assure complete and acceptable as built documents at submitted to the City

We understand and anticipate other yet to be determined services may be required through the design and construction phases as we continue to meet with the City, the design team, steering committee, and potentially the City Council.

We also understand the dynamics of the parking facility projects require flexibility in adapting to inevitable design and construction changes. SEH is comfortable with providing additional services as required and as directed by the City to help assure the successful completion of the Mill Street Parking Ramp.

Greg Finstad will be assisted by Patrick Bougie, a Senior Architect with significant parking ramp experience. Karen Anderson will provide administrative support. Of course, SEH depth of staff includes over 800 engineers, architects and scientists all of whom can be called upon if the need arises. Greg and Patrick have worked together on the design and construction of over 7 parking ramps either as part of a design team or Patrick as a consultant to Greg when he was employed by the City of Minneapolis Transportation and Parking Services Division.

I am extremely excited to be the Owner Representative to the City of Wayzata and I believe I bring a unique set of skills and knowledge in the design, construction, operation, and maintenance of parking facilities. Having worked for the City of Minneapolis for 33 years, I understand the concerns and needs of the City in navigating thru the design process including working with citizens, council members, steering committees, and the design team. I have personally experienced what you are going thru having worked through designing and constructing over 20 parking ramps for the City. I also was involved in the day to day operation and maintenance of the Minneapolis Parking System and established an ongoing maintenance and repair program and a centralized security system for the City parking ramps.

During the design of the Mill Street Parking Ramp I will be looking to ensure the design is durable, safe, aesthetically pleasing and provides the City a facility which is serviceable for many years. Through my experience on over 20 parking ramp projects I understand the need for working closely with the design team and contractor to ensure lines of communication are always open. I can help guide projects and plans to minimize the impact of construction on abutting roadways and neighbors. I will attend weekly meetings during construction. These meetings with the contractor and design team are necessary to ensure I can continuously update and inform the City Manager as to the status of construction activity to help minimize the project process impact to the neighbors.

We have included a task hour budget per the schedule provided and our understanding of meetings with the design team, steering committee, contractors, City Staff and potentially the City Council. Upon your

Doug Reeder
May 19, 2016
Page 3

review of our task hour budget we hope to meet with you to discuss the proposal to make sure we are meeting your expectations.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Gregory A. Instad
Project Manager

ka

Enclosures

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**Owners Representative
Mill Street Parking Ramp
May 19, 2016**

Client: City of Wayzata

	Owners Representative	Architect	Administrative Staff	TOTAL
Work Tasks				
1.0 DESIGN				
1.1 Assist the City in the completion of the design to finalize roof design, façade, final contract plans and specifications.	72	24	12	108
Subtotal Design Hours:	72	24	12	108
2.0 BIDDING				
2.1 Owners Representative to support the City and the Design Team to coordinate the final plans and specifications to be incorporated into the Bidding Documents to meet the City's bidding requirements. A review of the cost estimate and value engineering to be made prior to issuing of plans and specifications for bidding.	8	8	4	20
Subtotal Bidding Hours:	8	8	4	20
3.0 CONSTRUCTION				
3.1 Owners Representative to support the City to minimize disruption to the abutting neighborhood, coordinate hiring of the testing company, attend weekly construction meeting, review pay requests, change orders, participate in final punch list, and assure complete and acceptable as built documents are submitted to City. Continue to update the City by coordination of sharing information between City, Contractor, and Design Team.	160	32	24	216
Subtotal Construction Hours:	160	32	24	216
TOTAL PROJECT HOURS:	240	64	40	344
Average Hourly Rates:	\$197	\$130	\$95	

TOTAL LABOR \$59,400

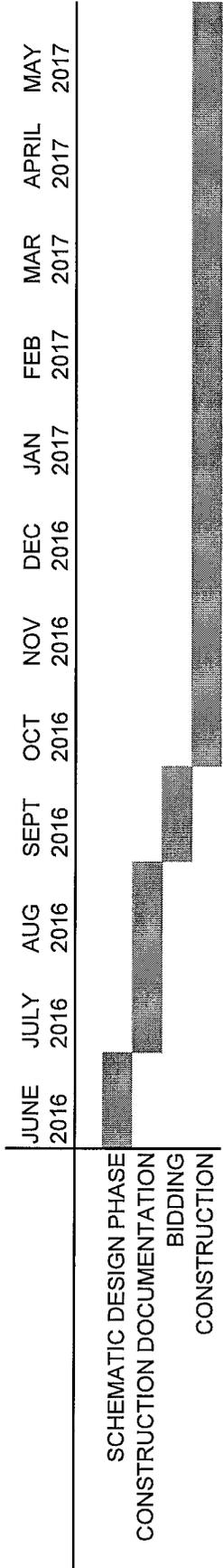
REIMBURSABLE EXPENSES \$1,000

TOTAL ESTIMATED COST \$60,400

**Project Schedule
 Owners Representative
 Mill Street Parking Ramp
 Wayzata, Minnesota
 May 19, 2016**

The Owners Representative is anticipated to receive a notice to proceed on June 7, 2016, and we anticipate our services will be required until construction completion in May 2017.

- Design Phase June 2016
- Construction Documentation July 2016-August 2016
- Bidding September 2016
- Construction October 2016-May 2017



Gregory A. Finstad, PE

Urban Development Specialist

Mr. Finstad is an urban development specialist who brings extensive experience and specializes in the areas of planning and design of parking facilities, transit-oriented development and facilities, urban transportation planning and coordination, and intelligent transportation initiatives. Greg's background includes four years of experience as the director of transportation and parking services for the City of Minneapolis, in addition to 14 years of experience as the skyway and parking systems engineer for the City. He also previously served as president, secretary and treasurer for the Institute of Transportation Engineers – North Central Section, as well as treasurer and chair for the Institute of Transportation Engineers – District IV.

SEH OFFICE LOCATION

Minnetonka, Minn.

YEARS OF EXPERIENCE

SEH: 12

Industry: 45

EDUCATION

Bachelor of Science

Civil Engineering

University of Wisconsin-Madison (1970)

REGISTRATIONS/ CERTIFICATIONS

Professional Engineer in Minnesota (#11073, 1974)

Real Property Administrator (1980), Building Owners and Managers International

PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers (ITE), Member (1970-present)

International Parking Institute, Member (1974-present)

Minnesota Association of Parking Professionals, Member (2003-present)

EXPERIENCE

Parking Services (City of Minneapolis) – Minneapolis, Minn.

Interim Manager assisted the director of traffic engineering and parking services. This project worked to manage the day to day operations and planning of the Minneapolis Parking System. Services included assisting staff with operation and long-term planning and budgeting for the on and off street parking and skyway system and the impound lot. The off street system include 17 parking ramps, skyways and parking lots, and the on street system includes some 7,500 parking with 650 multi-space and individual space meters. A residential parking permit system includes 32 areas. The impound lot tows in excess of 30,000 car per year in related snow emergencies, street sweep and parking violations.

28th Avenue Park and Ride Facility (Metropolitan Council Metro Transit) – Bloomington, Minn.

Project Manager for the Park and Ride conceptual and final design and construction. This 1,450 space parking facility required extensive design coordination and collaboration with Metro Transit, the City of Bloomington, Light Rail Transit Operation Staff, Richfield/Bloomington Watershed District, Metropolitan Airports Commission, the FAA and abutting neighbors including Polar Fab and Bloomington Central Station to ensure compliance with area design standards and regulatory requirements. The compressed design schedule to meet the requirements of Metro Transit and the City of Bloomington Port Authority required additional personnel and overtime to enable bidding in early 2007 for construction completion in August 2008. **Lot #10 Parking Structure (EAPC Architects & Engineers) – Grand Forks, N.D.**

Project Manager for the parking study which was completed in 2005 resulting in a design contract with the prime consultant EAPC in Grand Forks, North Dakota. EAPC hired SEH to provide functional design, revenue control systems design, signage, traffic engineering and geotechnical service. The project included a skyway and tunnel. Future parking facility on the east side of Columbia Avenue enables the pedestrian skyway connection between the parking facilities in addition to a future bus waiting/boarding facility.

2nd Avenue Entrance/Exit to Ramp B (City of Minneapolis) – Minneapolis, Minn.

Project Manager who designed a new entrance/exit. The new entrance/exit provided additional access to Ramp B to improve access during peak periods and Target Center and Target Field events. Work included provision for bike user showers, charter bus parking, replacement of escalators, addition of two new elevators and updating of six existing elevators, new internal and external signage and provision for new parking revenue control. The project included a 1,350



space parking ramp built over a freeway with an internal bus layover at grade level for 20 buses and accommodates drop-off and pick-up of passengers at grade and freeway level.

Target Field Station (Hennepin County) – Minneapolis, Hennepin County, Minn.

Design Engineer as part of a 13-company team for the design and construction of Target Field Station. The project included a new Light Rail Transit station platform, plaza and underground parking ramp adjacent to Target Field to accommodate the future Light Rail Transit line with a connection to locate buses and the Northstar Line. The project included considerable agency and community outreach.

County Road 73 and I-394 Park and Ride Facility (Metropolitan Council Metro Transit) – Minnetonka, Minn.

Project Manager for the design and construction of the 732 space facility which interconnects with the I-394 freeway and local buses to provide parking for the bus commuter.

Uptown Parking and Transportation Study (City of Minneapolis) – Minneapolis, Minn.

Project Manager for the study which was a collaborative effort between the City of Minneapolis, the Uptown Association and four neighborhood organizations. Greg was responsible for the study documented existing conditions and provided a “toolbox” of potential, implementable alternatives that can mitigate the area’s transportation and parking issues.

Wisconsin Parking and Bicycle Study (City of Stevens Point) – Stevens Point, Wis.

Project Manager for a parking and bicycle study for the City of Stevens Point to develop a strategic long-term blueprint for the future that is community-driven and cost effective. The study included development of the short-term, mid-term and long-term solutions multi-space parking meters, parking permits, unrestricted parking lots and future parking facility locations for both the downtown and the University of Wisconsin-Stevens Point. Extensive community involvement including stakeholder meetings and open houses were used to gain input and consensus on the parking and bicycle parking solutions.

Linden Hills Small Area Plan (City of Minneapolis) – Minneapolis, Minn.

Parking and Transit Specialist on the neighborhood area plan. Greg was responsible for analyzing transit and parking issues and making the appropriate guiding recommendations and treatments.

Parking Meter Survey (City of Minneapolis) – Minneapolis, Minn.

Project Manager to survey parking meters. The survey encompassed parking meter rates and the type of on-street meter used in 15 American cities. This information was used to get rates for the City parking meter system.

West Lake Street Multiple Modal Study (City of Minneapolis) – Minneapolis, Minn.

Parking Consultant assisted in the study in anticipation of Southwest Light Rail Transit Project. This study assessed opportunities to improve safety, access, connectivity and mobility for all modes of travel surrounding the West Lake Station area. It included coordination with partner agencies, with an emphasis on bicycle and pedestrian modes to identify non-motorized needs, challenges and opportunities in the vicinity of the West Lake Station.

Bus Rapid Transit Station Design (Metro Council Metro Transit) – Cedar Grove, Minn.

Project Manager for design and construction of a new Bus Rapid Transit passenger station in the Center of Highway 77 and an enclosed skyway connection to a remodeled existing station. Roadway design included a new station and future managed lane, which would prevent the Bus



Rapid Transit station from being disturbed as part of this project. Coordination with multiple agencies including MnDOT, Minnesota Valley Transit Authority, City of Eagan, Dakota County, Lower Minnesota River Watershed Districts and Gun Club Lake was required to gain approvals this project.

Ramp ABC/Twins Stadium Modification (City of Minneapolis) – Minneapolis, Minn.

Assisted Project Manager to develop strategies to improve the operation of ramps A, B and C and make necessary modifications prior to opening Target Field Station. These modifications, completed prior to the opening of Target Field Station, included new signage (including way finding), new revenue control systems in ramps A, B and C and a remodeling of Ramp B – including new 2nd Avenue North entrance, additional elevator and upgrading of existing elevators and escalators.

I-35W and 46th Street Bus Rapid Transit Station (Metropolitan Council Metro Transit) – Minneapolis, Minn.

Project Manager for the design and construction of a Bus Rapid Transit Station. This project required final design of a multi-level Bus Rapid Transit station which enabled bus patrons to transfer from buses on I-35W to 46th Street and vice versa. Considerable coordination and collaboration was required between Metro Transit, MnDOT, Minnesota Pollution Control Agency and designers of the new 46th Street bridge and freeway.

I-35W and Lake Street Transit/Access (Hennepin County) – Hennepin County, Minn.

Transit Station Design Project Manager/Engineer coordinating all design for the transit station as part of the new interchange to be constructed at I-35W and Lake Street.

EXPERIENCE PRIOR TO JOINING SEH

Downtown Transportation Study (City of Minneapolis) – Minneapolis, Minn.

Greg conducted a study that simulated downtown traffic movements and the impacts resulting from Light Rail Transit. This resulted in SEH being hired to retime the traffic signals and the rerouting of the 5th Street buses to an exclusive bus lane on 4th Street.

EMPLOYMENT HISTORY

City of Minneapolis, Minn.

Director of Transportation and Parking Services. Greg was responsible for 800 traffic signals connected to a central computerized control system, 37,000 street light system; impound lot, all on-street signage, lane painting and 6,800 parking meter and the planning, design and implementation of the largest off-street municipal parking system in the U.S. (22 parking ramps, nine parking lots and 20 skyways and tunnels totaling more than 23,000 spaces).

Accomplishments:

- Spearheaded and conducted 2000 Downtown Transportation Study to integrate all elements of Minneapolis downtown transportation systems for years 2000 to 2010. The study included planning and implementing Light Rail Transit, construction of a number of parking ramps and skyways, installation of electronic parking meters throughout Minneapolis, developing reverse flow bus lane on Fourth Street and planning for the downtown circulator.
- Helped plan, design and construct the Third Avenue North Distributor Parking Garages—the only parking facilities constructed as part of an interstate highway system.



- Led the design and development of Hawthorne Transportation Center, a multi-modal facility accommodating a Greyhound Bus Terminal, charter bus parking, office space, 1,000-space parking facility, a skyway connection to the Orpheum Theatre and a central security command center that monitors and records audio and the 1,400-plus video cameras connected via fiber optic cables to the 23 off-street parking facilities.
- Worked closely with the downtown business community and other city agencies to create a uniform signage program for the Minneapolis Skyway System, resulting in improved clarity and public accessibility.
- Directed the development of a Traffic Calming Manual to be used by all 81 Minneapolis city neighborhoods, and also developed a street lighting policy manual to communicate a uniform process.
- As a member of the Governor's Blue Ribbon Committee on Parking Ramp Security, created and guided the implementation of the City of Minneapolis Parking Ramp Security Guidelines.
- Attended the four-day Federal Emergency Management Administration training course located at Mount Weather, Virginia, in 2002.
- Managed traffic and bus activity associated with large urban events, including the 1992 Super Bowl, the National Basketball Association All-Star Game, the 1987 and 1991 World Series and presidential visits.
- Developed a Repair and Restoration Program to help ensure long-term structural integrity of the municipal parking system. This resulted in the extended life of facilities with improved financial benefits to the City.



Patrick W. Bougie, AIA

Senior Architect

Mr. Bougie has more than 30 years of experience in the architectural field. Working for more than 25 years as a project manager and project architect, Patrick has extensive experience with project tasks including project programming, scope definition, conceptual development, execution of projects from schematic design through construction documents, and construction administration. Patrick has managed project teams and consultants, working to meet client's functional needs, schedule and budget. Included in this is experience working to integrate a facility design into a broader district or campus context, including collaborating with other design firms, helping to create a cohesive overall design.

SEH OFFICE LOCATION

St. Paul, Minn.

EDUCATION

Design Studio and History Studies

University of Minnesota School of Architecture
Minneapolis, Minn. (1985–1989)

Dakota County Technical College
Rosemount, Minn. (1980)

CONTINUING EDUCATION

PSMJ (2007)

LEED Training (2010)

Green Advantage Training (2011)

PROFESSIONAL REGISTRATIONS

Architect in Minnesota (#21302, 1991)

Interior Designer in Minnesota (#C00601, 1994)

PROFESSIONAL ASSOCIATIONS

Minneapolis Community Technical College Architectural Technology Program Advisory Board, Member (2005–present)

American Institute of Architects, Minnesota Chapter, Member (1997–present)

EXPERIENCE PRIOR TO JOINING SEH

Parking Structure Projects

Cedar Grove Parking Facility – City of Eagan, Minn.

Project Architect and Design lead on the 1,500 vehicle parking garage. The project is parking support for a City suburban revitalization project utilizing the concept of New Urbanism represented in the Cedar Grove retail outlet center. Patrick was responsible for project design and architecture.

Minnesota Sports Facilities Authority Parking Structure (Ryan Construction) – Minneapolis, Minn.

Project Architect on the 1,600 vehicle parking garage. The project included six level parking with skyway system integration and direct connection to the new Vikings Stadium. Patrick led the parking garage team from concept design through construction documents, in collaboration with Ryan development, creating a key component of the larger urban renewal project surrounding the new stadium.

28th Avenue Transit Facility (Metro Transit) – Minneapolis, Minn.

Project Architect on the 28th Avenue Multi-modal Transit and Parking Facility project, which consisted of light rail and bus station interface with bus and parking structure for 2,000 vehicles. Patrick's responsibilities included overall project design working with Metro Transit and Bloomington city planning staff.

Wells Fargo Home Mortgage Campus Parking – Minneapolis, Minn.

Project Architect on the parking facility project for Wells Fargo Home Mortgage. The project included a 2,000-car, six-level parking facility and skyway. Patrick's responsibilities included overall project design. *This project won the 2003 Award for Excellence from NAIOP.*

Parking Garage (Abbott Northwestern Hospital) – Minneapolis, Minn.

Project Architect and designer on this parking garage project for Abbott Northwestern Hospital. The project at 25th Street and Chicago Avenue, included a Wellness Center Clinic space and campus street level, skyway and tunnel connections with 1,500-car parking facility. Patrick was responsible for project design and architectural coordination.

Leamington Municipal Transit Hub – City of Minneapolis, Minn.

Project Architect on the transit hub project. The project involved a 2,000 space, six level, concentric double helix parking garage above a C gate bus terminal. Patrick's responsibilities included overall design coordination and team leadership, plus on-site owner representation through the year-long construction project. *This project won the 1995 Honor Award from the*



American Institute of Architects (AIA), and a 1993 Certificate of Commendation from Governor Arne Carlson.

County Road 73 Park and Ride, Metro Transit – Minnetonka, Minn.

Project Architect on the County Road 73, Transit and Parking Facility project, which consisted of multi gate bus station interface with parking structure for 1100 vehicles. Patrick's responsibilities included overall project design working with Metro Transit and Minnetonka city planning staff.

Vanguard Group Campus Parking Structure – Scottsdale, Ariz.

Project Architect and designer on the 1500 stall parking garage for the Vanguard Campus. Above and below grade parking with street level, and skyway connections to campus office buildings. Patrick was responsible for project design and architectural coordination and collaboration with office building architects. Patrick led and directed the project design team. This campus project was LEED Silver certified.

One Liberty Place Parking Structure – Bloomington Minn.

Project Architect and designer on the 1400 stall parking garage for the Liberty Property Trust Campus. Above and below grade parking with street level, and skyway connections Class A office building. Patrick was responsible for project design and architectural coordination and collaboration with office building architects. Patrick led and directed the project design team.

Hyatt at Capitol Center Parking Garage, Hyatt Hotels – Sacramento, Calif.

Project Architect and designer on the 600 stall parking garage for Hotel event center. Street level retail with 5 levels of parking above and direct connection to major hospitality center across the street from the State Capitol. Patrick was responsible for project design and architectural coordination and collaboration with hotel architects to create a contemporary image compatible with historical "Mission" style architecture. Patrick led and directed the project design team.

EMPLOYMENT HISTORY

RSP Architects – Minneapolis, Minn.

Project Manager and Project Designer. (1996–2014)

Meyer Scherer and Rockcastle – Minneapolis, Minn.

Project Manager and Project Architect. (1994–1996)

Ellerbe Becket – Minneapolis, Minn.

Project Architect. (1990–1994)

Job Captain. (1982–1990)

Architectural Alliance – Minneapolis, Minn.

Design Drafter. (1981–1982)



Owner's Representative Services Proposal



City of Wayzata

Mill Street Parking Ramp

May 19, 2016



May 19, 2016

Jeff Dahl
City Manager
City of Wayzata
jdahl@wayzata.org

Re: City of Wayzata – Mill Street Parking Ramp | Owner’s Representative Proposal

Jeff:

We are pleased to present a proposal for Owner’s Representative Services related to the City of Wayzata’s proposed Mill Street Parking Ramp. The TEGRA Group has extensive experience in both working with City municipalities and overseeing the efficient design & construction of parking structures. Our municipal clients include the City of Minneapolis, City of Duluth, and City of Sioux Falls. We are in the preconstruction phase of two parking structures and recently completed a parking ramp in Duluth.

Successful projects start with two foundational questions: Is the vision well-considered? Is the execution in capable hands? TEGRA is committed to making sure you can confidently answer both of these questions in the affirmative. In our proposal, we outline a sample scope of services that has been honed over two decades of leading successful projects in the region. Our workplan will ensure the City of Wayzata is positioned to make effective and well-informed decisions in order to deliver a great project, on-time and on-budget.

Our body of work teamed with HGA includes award-winning projects such as The Walker Art Center, Surly Brewing, Target Field, The American Swedish Institute, and Maurices new corporate headquarters, to name a few. Several of these projects have associated parking structures, some owned by municipal entities.

Through our collective experience, we have also built the most capable, experienced and effective owner’s representative team in the region. Eight-strong, our team was carefully curated to combine the right education, industry experience, personal chemistry and professional skillsets. Our professionals have an average tenure of more than 20 years as leaders in construction, architecture, real estate development, law, corporate planning, finance and project management from successful careers at Price Waterhouse Coopers, United Health Group, Ryan Companies, Mortenson Construction, Cabot, Cabot & Forbes, Wells Fargo, and HGA.

But don’t take our word for it. We hope you will contact our clients. We would love to put our team to work for the City of Wayzata!

Sincerely,
The TEGRA Group, Inc.

Dick Strassburg
Partner

Nate Pearson
Director

Naomi Burchett
Director



Proposal Outline

1. Firm Description
2. Sample Scope of Services
3. Team Structure & Bios
4. Compensation Approach
5. Representative Project Experience
6. Why TEGRA?



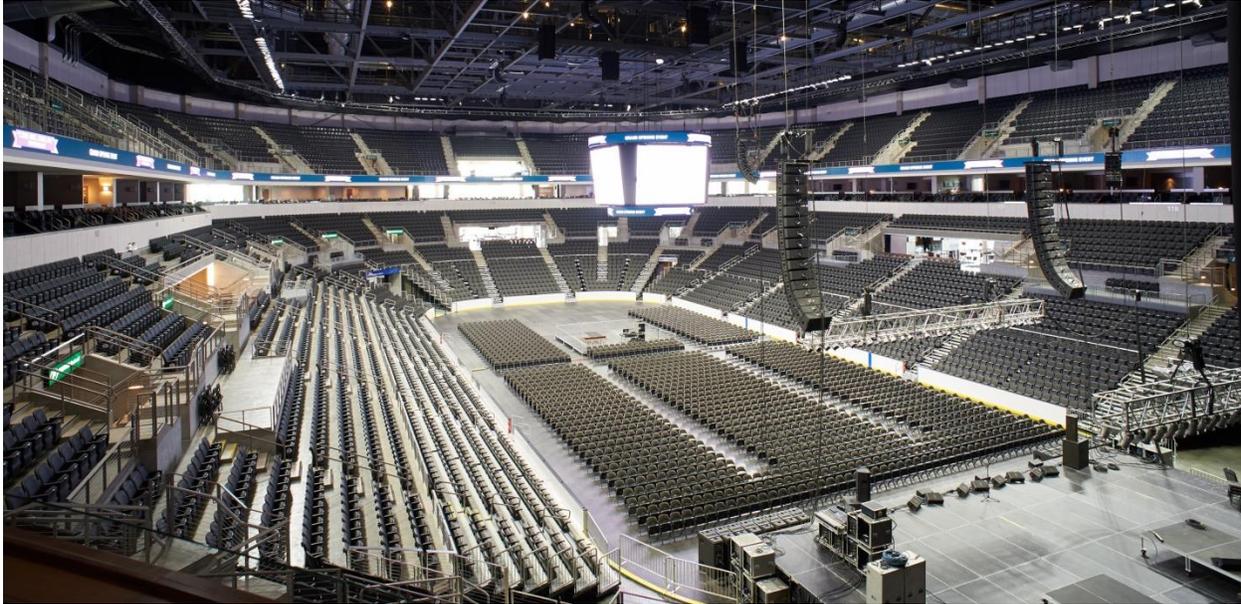
1. Firm Description

The TEGRA Group plans, negotiates and implements commercial projects with a singular focus on the user of commercial space. Founded in 1996, we are an advisory/consulting firm consisting of eight professionals with backgrounds in real estate development, law, finance, business, architecture, interior design, construction management, and facility management.

Our firm has provided project leadership to several hundred clients with projects ranging from interior tenant improvements to landmark buildings in the Twin Cities region and beyond. Past projects include Target Field, The Walker Art Center, Denny Sanford Premier Center in Sioux Falls, and Great River Energy's LEED Platinum Corporate Headquarters.

Current assignments include the Target Center renovation, Minnesota United FC Soccer stadium, Minnesota Children's Museum expansion/renovation, several corporate headquarters and interior build-out projects.

The TEGRA Group is privately-held by its original founders, Tom Hauschild and Dick Strassburg. More information on TEGRA can be found on our website at www.tegragroup.com.



2. Sample Scope of Services

- A. **General Project Administration** – Set up and lead project meetings, develop and periodically update project organizational materials (such as project directory, org charts, communication charts), define team member roles/responsibilities, maintain hard copies of contracts, track change orders, create reports, maintain electronic files of project related correspondence, mobilize/demobilize on-site offices, prepare time reports and invoices.
- B. **Project Communications** – Develop project communication tools; Act as the “project point person” for communication with the Architect/Engineer (“AE”), Parking Consultant, Construction Manager (“CM”) teams, potential vendors and service providers; Prepare and respond to emails and phone calls; Monitor AE and CM for contract compliance regarding communication requirements; Assist the City of Wayzata staff with communication as needed.
- C. **Stakeholder Meetings** – Prepare for meetings (develop agendas, action item lists, executive summaries, etc.); Participate as needed in meetings.
- D. **Team Assembly** – Assist in the selection process for the CM team, quality assurance testing, and other consultants and service providers as needed (AE team previously selected); Assist in the preparation and publishing of RFPs, facilitate pre-proposal conferences and tours, review proposal responses, provide comparative bid analysis, schedule, organize and facilitate interviews, develop score cards for interviews, and negotiate the terms and conditions of the various contracts while interfacing with the City of Wayzata attorney or legal advisors.

Owner's Representative Proposal
City of Wayzata Mill Street Parking Ramp

- E. **Cost Control** – Assist with the development of a comprehensive project budget (soft costs, construction costs, options/alternates). Coordinate risk identification to evaluate potential financial and schedule risks; Track approved and pending change orders, looming risks, analysis of budget/contingency, and related assessments of insurance associated with the Project; Review, evaluation and negotiation of CM change order requests; Review AE Additional Services requests, negotiate as needed and make recommendations to city staff or council.
- F. **Schedule Management** – Develop master project schedule in conjunction with AE, and CM; Create an organized and systematic design approval sequence with the AE team to expedite design approvals; Coordinate schedules for obtaining approvals from the various governmental and regulatory entities; Facilitate coordination of construction schedule with a disruption avoidance plan; Provide recommendations for targeted dates for specific milestones; Monitor service providers and contractors for schedule compliance and report deviations to City staff; Facilitate development of schedule recovery plans if needed.
- G. **Design Process Management** – Assist AE throughout the design phase; provide design review recommendations based on past experience; Direct the AE team to benchmark proposed design with comparable facilities if appropriate; Assist with building consensus to facilitate timely decisions; Facilitate value engineering, cost benefit analysis, life cycle analysis with the AE, CM; Monitor compliance with contractual terms.
- H. **Requests for Payment** –Review service provider and vendor invoices and CM monthly pay requests with requirements in corresponding contract agreements; Make invoice and pay application approval recommendations to City staff.
- I. **Project Reporting** – Assist in furnishing City staff with reports as needed concerning (a) status of the Project, (b) a comparison of the general budget to costs incurred to date of the report, (c) a comparison of the general schedule to the work actually completed through the date of the report, (d) a list of all pending change orders and all outstanding issues requiring action or approval by the AE team, and (e) other reports concerning the Project.
- J. **Disruption Avoidance** – Assist CM in the development of a disruption avoidance plan in coordination with AE to minimize disruption to adjacent neighbors and businesses. Work with AE on site infrastructure, design impacts to neighborhood, and temporary construction conditions.
- K. **Construction Administration** – Observe job site conditions, progress, staffing, quality, and contract compliance; Assist with identifying problems/challenges and provide experienced based recommendations on solutions to day-to-day issues; Attend and represent the City of Wayzata in job site meetings and job site walk thru meetings; Monitor Construction Change Directives, Construction Bulletins, RFI submittal log, shop drawing submittal log, CM submittal log, samples and mock ups; Monitor and track proposed change orders; Keep city staff aware of on-site issues.

Owner's Representative Proposal
City of Wayzata Mill Street Parking Ramp

- L. **Project Close Out** – Facilitate the punch list process with the AE and CM; Monitor the CM's progress in obtaining final sign-off from City Assist the Architect with determination of dates for substantial and final completion; Coordinate the transmittal of warranties, O&M documents, as-built documents, final lien waivers, attic stock, and CM field redlines of plans and specifications.



3. Team Structure and Bios

When you engage TEGRA for your project, you're tapping a seasoned team of uniquely qualified experts in the fields essential for successful project management and real estate projects, including business, law, architecture, finance, engineering and construction.

We propose a project team with an average tenure of 25 years, including the following core team members:

- Nate Pearson – Project Lead, Construction Project Management
 - Former Construction Executive at Mortenson and Ryan
 - 20+ years' experience
 - Wayzata Area Resident
- Naomi Burchett – Design Project Management
 - Former Architect at HGA and Leo A Daly
 - 20+ years' experience
- Dick Strassburg – Strategic Project Oversight
 - Former Developer at Cabot, Cabot, and Forbes
 - 30+ years' experience

The core project team will be supported by other TEGRA professionals including Darcy Weise who will lead cost accounting and reporting functions.



Nate Pearson

Director

Nate spent nearly 20 years rising through the ranks of two of the country's highest-caliber construction and development firms. Whether poring over construction documents or guiding Fortune 500 companies in their infrastructure and building plans, Nate brings comprehensive, no-nonsense construction and design smarts to every project he touches. Consistently valued by clients for his keen industry knowledge and upbeat, collaborative personality, Nate thrives in leading multi-discipline teams to successful results.

Employment History

Mortenson Construction – Corporate Market Sector Leader | 5 years

Nate led Mortenson's Corporate Market Sector in their Minneapolis office. Responsibilities included marketing/proposal oversight, design-phase management and executive oversight of project management. Clients included Duluth Transit Authority, Cargill, Minnesota Vikings, Blue Cross Blue Shield, Thrivent, AgriBank, and Wells Fargo.

Ryan Companies – Project Manager | 12 years

As project manager, Nate represented Ryan's client's on-site leading development of projects in the Midwest and around the country. Nate provided services in Arizona, Texas and Georgia for clients Target, Polaris, Conoco Phillips, Dial Corporation and Ryan Development.

Education & Certifications

University of Minnesota, Carlson School of Management, MBA | 2007

Iowa State University, Bachelor of Science – Construction Engineering | 1996

U.S Green Building Council/Green Building Certification Institute, LEED AP BD+C | 2004

Community Involvement

Wayzata Youth Baseball Association – Coach, Current

City of Medina – Parks Commissioner, Current

MNCAR Member, Current

Northwest YMCA Board Member, Financial Committee, Past

Design Build Institute of America, Past President (2013)

Expert Witness Testimony (2014)



Naomi Burchett

Director

A registered architect and LEED-accredited professional, Naomi applies her extensive design and project management experience to spearhead complex facility projects for TEGRA clients. Naomi thrives while leading clients and integrated project teams through efficient, customized project management systems that streamline even the most complex ventures. She delivers the kind of tailored systems that are a vital component of TEGRA's unmatched track record for project completion that is on schedule and within budget. Naomi is a valued consensus-builder — from initial planning through successful completion.

Employment History

Hammel, Green & Abrahamson, Inc. – Assistant Project Manager | 10 years

As an Assistant Project manager and Project Coordinator, Naomi worked with a wide range of clients on project types including religious, corporate and educational facilities. Some of her most notable projects while working at HGA are the 166,000 square foot, \$125 million Valley Performing Arts Center at California State University, Northridge and the 340,000 square foot, \$38 Million Grace Church in Eden Prairie, Minnesota.

Leo A. Daly – Project Architect | 5 years

Naomi was a Project Architect on multiple local, government and higher education projects in addition to being a LEED Project Administrator on 20+ facilities. She served as the key coordinator for drawings and specifications between the designer and engineers. Her experience ranges from the program planning, design and B3 administration of the \$35 million Sanford Event Center in Bemidji, MN to the small-scale remodel with a very short design & construction schedule of Century College's Classroom Addition in White Bear Lake, MN.

Education & Certifications

University of Minnesota, Bachelor of Arts in Architecture | 1997

U.S Green Building Council/Green Building Certification Institute, LEED AP BD+C | 2004

Registered Architect with National Council of Architectural Registration Boards | 2009

Community Involvement

Championing childhood education and opportunities are center target for Naomi. Whether as a one-on-one reading tutor or playing a lead role in developing reading advancement programs, she enjoys pitching in with school efforts to enhance kids' opportunities both in the classroom and on the playground.



Dick Strassburg

Partner/Co-Founder

Recognized locally and nationally for his innovative and principled leadership, Dick has provided insightful guidance on a long list of high-profile private and municipal projects throughout the country — all of which were completed on time and within budget. Among this list of success stories is Target Field, home to the Minnesota Twins, which boasted a zero-item punch list on opening day, a feat never before achieved in construction of any modern major league sports facility. Built on his years as an executive at real estate firms in Los Angeles, Colorado and Minneapolis, Dick offers TEGRA clients a depth and breadth of wisdom that is unmatched in the industry.

Employment History

Frauenshuh Companies – Partner-in-Charge, Minneapolis Office | 2 years

Dick was the Partner-in-Charge of Frauenshuh's Minneapolis office. He managed a staff of 22 professionals and was involved in many development projects including multiple office projects for Allina and Park Nicollet Clinics.

The Keewaydin Group – Vice President | 3 years

Dick was a Vice President for the Keewaydin Group where he managed the company's New York City office. He managed several large-scale projects including serving as the Lead Project Manager for Polo Ralph Lauren's 170,000 square foot International Headquarters in New York City.

Cabot Cabot and Forbes – Project Manager | 6 years

Dick was initially retained as a Project Architect for three suburban office park developments. Later he was hired as an in-house Project Manager in CC&Fs Colorado Springs, CO and Los Angeles, CA offices.

Education & Certifications

North Dakota State University, Bachelor of Architecture | 1983

Registered Architect, National Council of Architectural Registration Boards Certified | 1987

Community Involvement

Lambda Alpha International, Board Member and past Treasurer

Cornerstone Advocacy Services, past Chairman of the Board

Chosen Ones Adoption Agency, past Board Member



4. Compensation

At the onset of projects, we often work on an hourly basis. Soon after, we can establish an agreed-upon scope of services and fixed fee as the project roles and responsibilities come into focus. For this project, we propose to work the initial 30 days with an hourly fee cap of \$10,000. Based on similar project experience, we expect our total fee may fall in the range of 1% to 1 ½% of the total project cost. That equates to approximately 370 - 550 hours at a blended rate of \$220 per hour. We propose to work with you collaboratively to define our role and services provided and will be happy to set a “not to exceed” fee, once the scope of our engagement is finalized.

Our 2016 hourly rates are as follows:

Nate Pearson	\$238 per hour
Naomi Burchett	\$238 per hour
Dick Strassburg	\$288 per hour
Darcy Weise	\$110 per hour

TEGRA hourly rates increase 3% annually on January 1.

We do not seek reimbursement for routine business expense; however, if out of town business travel is required, we will request reimbursement with your advance approval.



5. Representative Project Experience & References

- A. City of Sioux Falls owned 550 car ramp
- one level below grade, three levels above grade, future development above ramp
 - currently in schematic design phase
 - Walker Parking Consultants, local Sioux Falls architect, yet to be determined CM
 - **Reference:** Kendra Siemonsma, City of Sioux Falls Chief Project Manager 605-367-8825
- B. City of Duluth owned 500 car ramp at Maurices new headquarters
- four level above grade parking ramp, office tower above parking ramp
 - competed May 2016
 - Walker Parking Consultants, HGA and RSP as architects and engineers, McGough Construction as CM
 - **Reference:** Brian Thun, CFO Maurices 218-720-2160
- C. City of Minneapolis owned 680 car ramp at Walker Art Center
- three and one half levels below grade parking ramp, sculpture garden above parking ramp
 - ramp constructed in 2003/2004, landscaping currently under construction
 - HGA as architects and engineers, MA Mortenson as CM
 - **Reference:** Mary Polta, CFO Walker Art Center 612-375-7647
- D. Washington Square, Sioux Falls SD, privately owned 191 car ramp
- one level parking below grade, plus three levels above grade, mixed use development
 - construction to begin June 2016
 - BKV as architects and engineers, local Sioux Falls CM
 - **Reference:** Chris Houwman, Washington Square Owner, 605-351-9290



6. Why TEGRA

We hope you will call our references to better understand the value we add to the process. Here are a few other reasons to consider TEGRA for the Mill Street Parking Ramp project:

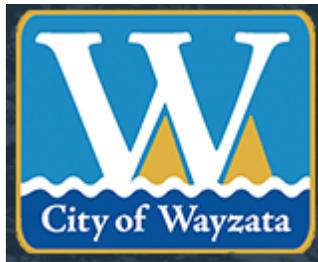
1. **We know municipal parking ramps.** We have substantial experience working with municipalities on parking ramp construction. Recent experiences with ramps for The City of Sioux Falls, The City of Minneapolis, and The City of Duluth have provided valuable insights into the municipal decision-making process.
2. **We know HGA.** We have a strong working relationship with HGA built on collaboration of many signature projects including The Walker Art Center, Maurices corporate headquarters, Surly Brewing, Target Field, and The American Swedish Institute. Note, too, that a member of our project team is an HGA Alumna.
3. **We know Walker Parking Consultants.** We have experience and history with Walker Parking Consultants collaborating on numerous projects including recent and current projects for the City of Sioux Falls, Washington Square, and the City of Duluth.
4. **We know the design, development and construction business.** Our team has an unmatched combination of backgrounds required for effective owner's representation. We were once contractors, architects, and developers and understand the collaboration required for a successful project.

TEGRA

The TEGRA Group, Inc. | 801 Nicollet Mall, Suite 1850 | Minneapolis, MN 55402
612.752.5750 | tegragroup.com

**Proposal for
Owner's Representative Services
Mill Street Parking Ramp**

**Presented To
City of Wayzata
May 19, 2016**





May 19, 2016

City of Wayzata
Mr. Jeff Dahl
City of Wayzata
600 Rice St. East
Wayzata, MN 55391

RE: Proposal for Owner's Representative Services for Mill Street Parking Ramp

Dear Mr. Dahl:

I am pleased to submit a proposal for Owner's Representative services and would be very pleased to be selected for the work. As time is of the essence, we are prepared to start work immediately upon approval. I am hopeful this proposal is fully responsive to your request.

I feel we are uniquely professionally qualified to provide these services for the City of Wayzata based upon my capabilities, experience, understanding, and responsiveness. As noted, I am 1) a registered structural engineer with in depth structural design system experience specifically designing parking structures, 2) a registered general contractor having provided design-build work including all ground up construction, and 3) a registered real estate broker and I can understand potential construction issues regarding adjacent buildings. I can represent the City with an in depth knowledge while dealing professionally with all vested parties. I'm very familiar with the communications necessary between parties and work to collectively help minimize the construction disruption and impacts.

We would be very pleased to be selected for this work and are prepared to start immediately and will provide you and the City with excellent services. We are eager to start and I look forward to hearing from you.

A handwritten signature in black ink, appearing to read "Rodney H. Miller".

Rodney H. Miller, P.E.
TERRANOVA, LLC
952-937-7663
952-937-8104 (fax)
TERRANOVALLC@comcast.net

Encl: Proposal enclosed

TERRANOVA's Description of the Services and Tasks

The City of Wayzata is interested in entering into a contract with an independent company to provide Owner's Representative (OR) services to the City during design, bidding and construction of this ramp. The Owners Representative will be a consultant to the city and will not have the authority to enter into any contracts or otherwise legally obligate the City of Wayzata. The Owner's Representative shall report to the City Manager or his designee and provide the services requested by the City.

Description of the Services and Tasks to be provided:

- **Design Phase**
 - Provide critical analysis of all aspects of the design of the structure
 - Evaluation and recommendation of Value Engineering opportunities
 - Evaluation of cost estimates
 - Evaluation of bidding procedures
 - Review construction methods proposed to protect the neighboring property from exposure to damage

- **Construction Phase**
 - Coordinate with the architect and the City for the hiring of testing consultants services
 - Monitor the progress of the construction
 - Attend weekly construction progress meeting
 - Review the payment requests of the contractor
 - Review all change order requests
 - Participate in the preparation of the final construction punch list
 - Insure that acceptable as built documents are submitted

TERRANOVA's personnel to conduct the project, with details on training and work experience.

Rod Miller will be assigned to this project and is the Principal of the firm. He has over 25 years of engineering, design, construction experience. He is a registered structural engineer, a registered general contractor, and a licensed real estate broker. He has direct structural design experience designing structural post-tensioned concrete and precast concrete parking facilities and various foundation types and retaining wall systems. He extensive direct general contractor experience with new construction and renovations and protection of existing buildings. He has worked as owner's representative directly for companies including Northwest Airlines and McDonnell Douglas and US Federal Reserve Bank.

ROD MILLER, P.E.

Principal

PROFESSIONAL Professional experiences include business consulting, acquisition, business development, project management, planning, owner representation, and general contracting to provide a full range of real estate development services to owners. Services include site selection, acquisition, governmental approvals, financial analysis, brokerage, owner representation, business planning, project management, design, and full construction services.

- Managed real estate development company operations responsible for the development, design, and construction on industrial, office, senior care, restaurant, retail, residential, and multi residential development projects.
- Managed engineering design group of a design-build prime curtain wall contractor on major domestic and international building projects.
- Provided project management, design, coordination, and construction administration on major parking structures including the Mall of America project.
- Managed airport property and facility development at Detroit, Minneapolis and New York. Owner Representative for Detroit Airport's \$100 million development program of airport concourses, control towers, conveying systems, executive suites, flight kitchens, support facilities, and hangars.
- Provided structural engineering design on industrial, retail, commercial, cold-storage, computerized warehousing, banks, hospital facilities, office, computer, parking ramps, transit facilities, and bridges. Parking ramp projects include Univ. of MN., Fairview Hospital, City of Minneapolis (Third Ave Distributor Ramps over I-394) and others.

INDUSTRIES Office, Retail, Hospitality, Industrial, Service, Educational, Manufacturing, Transportation

EDUCATION B.S.C.E.– Civil / Structural Engineering, Univ. of MN, Institute of Technology
M.B.A. – Finance, Univ. of MN, Carlson School of Business

LICENSES Registered Professional Engineer - MN. (Structural)
Licensed General Contractor - MN. (Bonded & Insured)
Licensed Real Estate Broker – MN.

Cost of Personel and Reimbursables and NTE cost.

TERRANOVA’s proposed plan includes staffing the project as requested with one representative as noted. Off site hours will be provided as noted for design, scheduling, costing, coordination, and project per the Services and Tasks noted above. The hourly rate is \$105/hour. The estimated number of hours is estimated at 594 hours for the Services and Tasks noted above. The estimated personel expense is \$62,370 and the estimated reimbursable expenses are \$936. The NTE cost for the Services and Tasks noted is \$63,306. Reference the attached Owner’s Representative Services Matrix for proposed tasks and expense.

Terranova, LLC Services Matrix															
Project: Wayzata Owner Representation															
Base Project / No Roofs		2016	2016	2016	2016	2016	2016	2016	2016	2017	2017	2017	2017	2017	2017
Schedule		June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	
Phase of Project															
Schematic Design / Design Development		x													
Construction Documents			x	x											
Bidding and Award					x										
Construction						x	x	x	x	x	x	x	x	x	
Punch List, As Buils, Submittals, Warranties													x	x	
Expenses		June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	Total
Personnel Description	Rate	Hrs.	Hours												
Design phase															
provide critical analysis of all aspects of the design		24	12	12											48
evaluation and recommendation of Value Eng		24	12	12											48
evaluation of cost estimates			8	8	24										40
evaluation of bidding procedures				8	12										20
review methods to protect the neighboring property		8	8	8											24
Construction phase															
coordinate with the architect/City for hiring of testing consultants					12										12
monitor the progress of the construction						20	20	20	20	20	20	20	20	20	160
attend weekly construction progress meeting						16	16	16	16	16	16	16	16	16	144
review the payment requests of the contractor						4	4	4	4	4	4	4	4	4	40
review all change order requests						2	2	2	2	2	2	2	2	2	18
participate in the prep of final constr punch list														12	4
insure that acceptable as built documents are submitted															24
Owners Representative Subtotal Hours Est	105	56	40	48	48	42	42	42	42	42	42	42	42	54	54
Subtotal Personnel Expenses		\$5,880	\$4,200	\$5,040	\$5,040	\$4,410	\$4,410	\$4,410	\$4,410	\$4,410	\$4,410	\$4,410	\$4,410	\$5,670	\$5,670
Reimbursable Expenses															
Reproduction / Postage / Delivery		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Authorized Travel		\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$936
Subtotal Reimbursable Exp		\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$72	\$936
Total Expenses		\$5,952	\$4,272	\$5,112	\$5,112	\$4,482	\$4,482	\$4,482	\$4,482	\$4,482	\$4,482	\$4,482	\$5,742	\$5,742	\$63,306

Project Challenges:

Several challenges during construction process are likely.

- Doing construction work with streets and buildings full and operating is one obvious challenge for city services, safety and logistics. With good communication between team members and impacted stakeholders for upcoming events and crowd and traffic management and strong emphasis on safety practices we can help manage the project to a fast efficient completion.
- The hillside excavations are a challenge and can be managed with thorough soil testing and an understanding and design collaboration with the soils report recommendations and with retaining wall design and construction documents that address the proposed construction method including consideration of impacts on the adjacent geotechnical soils and building structures.
- Winter construction presents a unique set of challenges for this project and it impacts the schedule and the structural systems selections for the parking structure and retaining walls and is managed with an understanding of cold weather construction practices and schedule management.

Advantage to the Owner in selecting TERRANOVA:

The cost of OR services is a small percentage of the overall construction cost and selecting Rod Miller, P.E. and TERRANOVA, LLC provides the Owner with the most cost effective and impactful way to reduce the actual construction cost itself and help accelerate the delivery and effectively manage potentially costly changes because of Rod Miller's structural engineering background and general contracting experience. Rod Miller thoroughly understands the entire design and construction process and communicates effectively and easily with all team members and stakeholders to create a collaborative teamwork approach throughout the process.

TERRANOVA Company Profile

Company Origins

- Started Rod Miller & Associates in 1995
- Started Terranova, LLC in 1999

Principal / Owner

- Rod Miller, P.E.

Registrations

- Registered MN General Contractor; Bonded; Insured
- Registered MN Professional Structural Engineer
- Registered MN Real Estate Broker

Location

- Eden Prairie, MN.

Primary Market

- Commercial Construction
- Design / Build Delivery Method
- Office, Institutional, Industrial, Manufacturing, Retail

Primary Project Size

- \$100,000 to \$10,000,000

Force Labor

- Subcontracted Professional and Trade Labor
- Part time direct labor

Geographic Reach

- Midwest

Annual Dollar Volume

- \$1 million to \$5 million

Civil or Criminal Judgments

- None

Financial Defaults

- None

TERRANOVA Philosophy

We strive to offer high quality real estate, development, design, and construction services at reasonable fees with the necessary flexibility and intellect to respond quickly in this dynamic industry. Recognizing that communication is critical to successful projects, we listen attentively to understand our customer's expectations and values. The development process should be a rewarding and enjoyable experience and achieve the predicted results meeting our customer's expectations. Our commitment to professional, responsive, and value-driven customer service serves as the basis in building trusting and lasting relationships. By combining teamwork, technical ingenuity, and maximum value-driven efforts, we help to create investments of lasting quality and enduring value.

TERRANOVA Real Estate and Brokerage Services

Site

Site Selection Analysis
Competitor Analysis
Traffic / Access Study
Demographic Study
Transportation Alternatives
Phase I Environmental Report Coordination
Geotechnical Analysis / Asbestos Testing Coordination

Planning / Legal

Land Holding Options
Marketing
Purchase / Lease Agreement Review
Contract Review / Negotiation
Acquisition and Relocation Services
Entity Establishment
Concept Development

Financial

Development Cost Proformas
Operating Cost Proformas
Development Bond Alternatives
Financial Feasibility Analysis
Break-even Analysis
Construction Financing Arrangement
Long Term Financing Arrangement

Governmental

Zoning Ordinance Review
Federal Regulation
Local Development Guideline
Neighborhood Group Meetings
Historical Group Reviews
Planning Commission Presentations
City Council Presentations

TERRANOVA Design and Engineering Services

Conceptual Planning

Preliminary Site Analysis
Site Survey Coordination
Conceptual Studies / Plans

Design Development

Design Development Drawing Coordination
Outline Specifications Coordination
Agency Coordination

Schematic Design

Schematic Programming
Schematic Equipment Layout / List
Schematic Drawings Coordination

Construction Documents

Final Construction Plans Coordination
Final Project Manual Coordination
Technical Specification Coordination

TERRANOVA Construction Services

Design Phase

Construction Management Plan
Project Definition & Programming
Team Responsibility Definitions
Preliminary Schedule
Project Procedure Manuals
Preliminary Budget Estimate
Monitoring Design to Budget
Value Engineering
Budget Estimate Updates
Project Coordination Meetings
Contracting Strategy
Coordinating Long-lead Purchases

Construction Phase

On-Site Project Supervision
Obtain Permits/Bonds & Insurance Certificates
Pre-Construction Meetings
Quality Control
Monthly Status Reports
Expediting Material Deliveries
Cost Control
Preparing Monthly Application for Payment
Construction Scheduling
Monitoring Site Safety Programs

Bid/Award Phase

Scope of Work Descriptions
Invited Bidders List Development
Evaluating & Pre-Qualifying Contractors
Final Budget Estimate
Monthly Cash Flow Projections
Encouraging Bidder Interest
Pre-Bid Information Meetings
Pre-Award Interviews
Bid Evaluation
Preparing Contracts & Purchase Orders
Establishing Cost & Schedule Control Systems
Contractor Bidding Schedule

Post-Construction Phase

Punch List Completion
Building Systems Start-Up
Move-In Coordination
Contract Closeout
Warranty Work Follow-Up