



Nine Mile Creek Discovery Point
12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

MEMO

TO: Nine Mile Creek Watershed District Board of Managers

FROM: Randy Anhorn

DATE: February 15, 2019

RE: Notes from Building Addition Meeting with the City of Eden Prairie Planning Staff and LHB Architect Scope of Work Proposal to Prepare Needed Information for Submittal to the City Planning Commission

Background

I met with the City of Eden Prairie Planning staff on January 17, 2019 to discuss the potential and process for adding on to our office to meet staffing and other needs. The following are my notes from that meeting.

- Discovery Point is zoned public
- The Development Agreement restricts any increase foot print from original 4,257 SF by 50% (6,385 SF) a potential 2,218 SF increase.
 - Original revision resulted in 4,805 SF (12.9% increase)
 - The proposed would add 450 SF to 800 SF (5,255 – 5,605 SF)
 - Existing development agreement has a waiver for exterior materials being 75% glass, brick or natural stone.
 - New addition would need to meet that requirement or ask for another waiver.
 - Too bad the possibility of potentially needing a building addition at time of increase of FTEs from 3 to 5
- We will need to go through the PUD site plan process and site plan process, meaning;
 - Would need to go to Planning Commission and City Council (I said we would come in with a definite plan [this is what we want] as opposed to a concept)
 - Would have a public hearing for both
 - Planning commission (PC) would recommend approval or ask for changes
 - City Council (CC) would consider PC recommendations and listen to citizens
 - CC could approve or ask for changes (have not outright denied since Julie has been there)
- As part of a complete application, PC would need information:
 - Elevations
 - Site plans (showing where addition would be)
 - Identify building materials by façade
 - Setback
 - Parking analysis (why not needed)
 - Narrative on business needs (to house potentially two more FTEs)
 - Proposed landscaping
 - How we propose to meet stormwater requirements
 - We believe we have more than enough extra (credits) from initial project
 - This would mean formally setting up SW Retention Credit Bank
 - Narrative that existing trees will not be removed

- The timeline would include
 - Work with PC prior to official submittal
 - Once we have idea of design, meet with PC again
 - Public hearing in front of PC 5 - 8 weeks after submittal of complete application
 - If approved by PC, hold a public hearing about 4 weeks after PC public hearing
 - If approved CC will direct staff to amend the development agreement to include the proposed building addition (CC could ask for revisions)
 - The revised development agreement would then be on consent agenda for CC approval from 4 - 6 weeks after the public hearing
 - So, if all goes well, after the submittal of a complete application we would be looking at having the amended development agreement, for the go ahead with the addition roughly, 13-18 weeks (3 – 5 months).

Following the meeting with the City's Planning staff, I asked LHB Architects to prepare a Scope of work to discuss addition needs and options and get us through the City of Eden Prairie Planning Commission and City Council public hearing process.

An additional item to keep in mind is that we would need to amend our Water Management Plan to include the building addition in our CIP.

Request

Authorize the Administrator to enter into an agreement with LHB to complete the scope of work and submit building addition proposal to the City of Eden Prairie.



**PERFORMANCE
DRIVEN DESIGN.**
LHBcorp.com

02.28.2019 (Revised 03.01.2019)

Randy Anhorn
Nine Mile Creek Watershed District
12800 Gerard Drive
Eden Prairie, Minnesota 55346

NINE MILE CREEK WATERSHED DISTRICT OFFICE ADDITION PROPOSAL FOR SERVICES

PROJECT UNDERSTANDING

LHB is pleased to propose the following services to Nine Mile Creek Watershed District. We understand the primary goal is to prepare design and construction documents for a small addition to incorporate two to three new office spaces at the Nine Mile Creek Watershed District office located at 12800 Gerard Drive in Eden Prairie.

SCOPE OF SERVICES

Scope A:

- Two (2) meetings with Client at Nine Mile Creek Watershed Office in Eden Prairie.
- Provide two to three additional floor plan options for an approximately 400-750 gross square foot addition. Basis of design shall be recently completed preliminary plan study executed by LHB.

Scope B:

- Four (4) meetings with Client at Nine Mile Creek Watershed Office in Eden Prairie.
- Two (2) meetings with the city of Eden Prairie to accommodate the Conditional Use Permit (CUP) amendment application.
- One (1) meeting with the city of Eden Prairie for zoning and code review.
- Prepare schematic drawings suitable for submittal to the city for the CUP amendment.
- Prepare construction documents for permitting and construction.
- Assist the Owner in the bidding process.
- Provide limited construction administration services including review of key shop drawings, responding to questions from the Owner and Contractor during construction, and visiting the construction site on Three (3) occasions.
- Provide limited mechanical and electrical design services to accommodate the small addition.

ASSUMPTIONS

- Civil engineering shall be by Owner's consultant.
- Landscape design shall be by Owner.
- Assumed construction budget to be approximately \$250,000- \$350,000.
- Construction methodology shall be by Construction Manager as Agent to the Nine Mile Creek Watershed District.
- Additional meetings with the city for the CUP process and/or significant change in scope shall be the cause for probable additional design fees.

SCHEDULE (Preliminary)

- Concept design: March 2019 (Scope A)
- CUP submittal and approval: April/ May 2019 (Scope B)
- Preparation of construction documents: May/ June 2019 (Scope B)
- Bidding and award: July 2019 (Scope B)
- Construction start: August 2019 (Scope B)
- Construction completion: November 2019 (Scope B)

PROPOSED FEE

Scope A:

Compensation for additional concept plan studies requested by the Owner shall be on an hourly basis not to exceed Three Thousand Five Hundred Dollars (\$3,500), plus reimbursable expenses, without prior approval.

Scope B:

Compensation for the Architect's services shall be for a stipulated sum of Thirty-Five Thousand Dollars (\$35,000), plus reimbursable expenses.

TERMS AND CONDITIONS

Upon your approval of this proposal, LHB will prepare an agreement consistent with the terms and conditions of our standard agreement form.

Please contact Bruce Cornwall at 612.327.6285 if you have any questions.

LHB



RICHARD A. CARTER, FAIA, LEED FELLOW
SENIOR VICE PRESIDENT

c: LHB File # 180645