

Notice

Wayzata City Council Workshop Meeting
with members of the HRA

Tuesday, September 30, 2014

7:00 am - 8:00 am

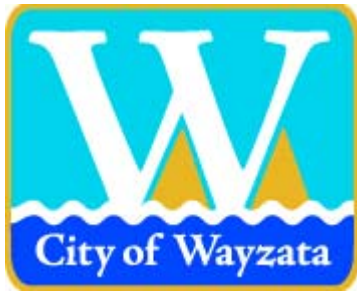
at

Wayzata City Hall, Community Room

600 Rice Street East

Wayzata, MN 55391

Workshop to follow-up on interviews
with owner's representative firms
for Mill Street parking structure programming and pre-design



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

Mayor:
Ken Willcox
City Council:
Jack Amdal
Bridget Anderson
Andrew Mullin
Tom Tanner
City Manager:
Heidi Nelson

MEMORANDUM

TO: Mayor and Councilmembers
HRA Members Petit and Wothe

FROM: Heidi Nelson, City Manager

DATE: September 25, 2014

RE: Follow-up on Interviews with Owners Representative Consultants for Mill Street
Parking Structure Programming & Pre-Design

At the September 16th special workshop of the City Council, three firms were interviewed that responded to the Request for Qualifications for Owners Representative Services for a Parking Structure on Mill Street. The RFQ is attached for Council reference.

The following firms were interviewed:

LSA Design
LaSalle-Walker
SourceGroup

Staff is seeking direction from the Council and HRA representatives regarding the firm that best fits the city's needs to address programming and pre-design for a parking structure. Staff will be prepared to offer a recommendation at the workshop. Based upon workshop discussion and direction, staff will prepare for selection of a firm at the October 7th City Council meeting.

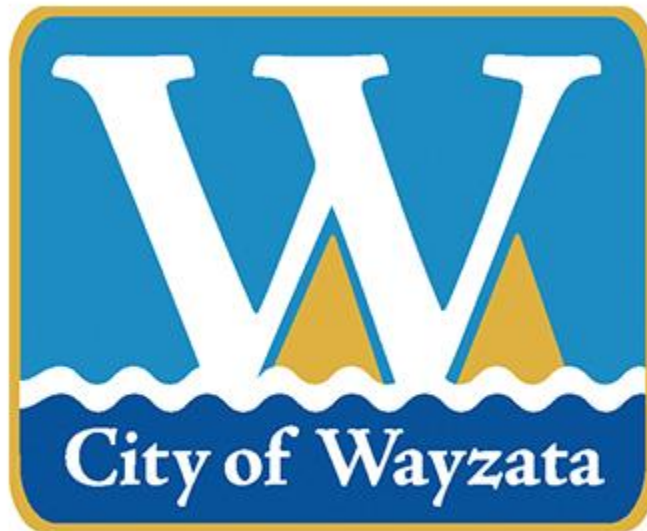
REQUEST FOR QUALIFICATIONS

for

Owners Representative Services

Downtown Wayzata Parking Structure

Issued by:



September 5, 2014

Downtown Wayzata Parking Structure Request for Qualifications Owners Representative Services

INTRODUCTION

The City of Wayzata is proposing to construct a parking structure in downtown Wayzata in the area of the Mill Street Public Parking Lot. The parking structure is being constructed to provide additional public parking to serve the downtown public amenities and business district. The proposed project area includes the Mill Street Parking Lot and associated right of way and access points between Superior Boulevard and Broadway Avenue along Mill Street (Attachment A). The City owns the property and all adjacent right of way. The City recently updated its downtown parking study in an effort to better understand parking demand in the downtown district; the completed study is attached for reference (Attachment B).

The City is seeking professional Owners Representative Services for programming and pre-design for the new parking structure. This Request for Qualifications (RFQ) has been prepared to elicit information from consultants to perform Owners Representative Services and will provide a basis for contracting professional services.

PROJECT OVERVIEW

The City of Wayzata is seeking proposals from consultants with experience in the area of parking district development in urban areas, parking structure programming and design, transit/interim transportation systems/services, and construction project delivery and oversight. The selected firm will work with the assistance of and direction of the City of Wayzata staff.

Professional services shall include, but may not be limited to:

- Programming services to include the following:
 - Development of a Downtown Parking District and a business model for the structure
 - Consideration of interim conditions and construction impacts to existing parking and potential off-site parking/shuttle service
 - Planning for traffic flow and surface parking configuration for areas in and around the new parking structure
 - Consideration of commercial uses as a part of the parking structure design at its east and west corners and/or fronting on Mill Street
 - Consideration of Municipal Liquor Operation, building, parking and access
 - Ensuring a design that accommodates and encourages a high level of pedestrian use of the area and recognizes other multi-modal uses in the downtown
 - Consideration of existing residential on the bluff above the project area
 - Development of the city owned lot at the northwest corner of Lake Street and Superior Boulevard

- Potential redevelopment of commercial buildings in the 700 Block of Lake Street and opportunities for public/private partnership
- Coordination with privately owned, public ramp in the 600 Block of Lake Street and opportunities for public/private partnership
- Ensuring new parking structure design reflects the vision of the city's lakefront plan – the Lake Effect and the community values established and documented in the Lake Effect Development Framework (Attachment C)
- Pre-Design services to include consideration of the following:
 - Architectural relevance to downtown district buildings and character
 - Conformance with city zoning code with regard to building heights and bluff neighborhood height restrictions
 - Site feasibility and geotechnical considerations
 - Connections to pedestrian ways and public spaces, consideration of public restrooms within the facility
 - Specific attention to public safety concerns of structured parking
 - Best management practices for the treatment of storm water, to include, but not limited to green roof solutions, environmentally sensitive landscape
 - Consideration of other sustainable practices, such as solar and snow removal/melting options
 - Consideration of structural design elements to include long-term durability, reduced cost of maintenance, a minimum 50-year life span, internal navigation or way-finding system, internal vehicle and pedestrian traffic circulation, self-parking, effective and energy efficient lighting system, and patron safety and security.

The programming and pre-design design process may include public input in the scope of work to include up to three meetings to address the scope outlined above. It is important that the parking structure design efforts are sensitive to the residential and commercial buildings and residents and businesses in and around the 700 Block of Lake and Mill Streets. The consultant will be responsible for leading the public input process in coordination with city staff, to include facilitating the process and providing materials for the meetings.

Other services desired may include method of delivery/procurement process recommendation, assistance with A/E selection, and construction oversight.

This Request for Qualifications does not obligate the City of Wayzata to complete the project. The City reserves the right to cancel the solicitation if such action is considered to be in its best interest.

ATTACHMENTS

Attachment A: Map of Project Area
 Attachment B: Updated Downtown Parking Study
 Attachment C: Lake Effect Development Framework - available on-line at
www.wayzatalakeeffect.com

QUALIFICATION RESPONSE CONTENTS

1. Title Page/Cover Letter- Introduce the firm submitting the proposal, including the name, address, telephone number, fax number and email address of the contact person(s) representing the same, and also names of other firms or individuals participating in the RFQ. Indicate other office locations, if any, where project work may be completed.
2. Table of Contents- Identify the material by section and page number.
3. Project Overview- Restate RFQ objectives to demonstrate the consultant's understanding of the project.
4. Experience and Qualifications- Identify the general background, structure and organization, and available resources in personnel/experience/information systems of the participating firm or firms to perform the following specific work: parking district development in urban areas, parking structure programming and design, transit/interim transportation systems/services, and construction project delivery and oversight. List at least five client references (include address and phone number) with a brief statement of services rendered. Provide specific recent project examples to demonstrate competence and performance ability in similar Owners Representative services for parking structure projects.
5. Fee Structure - Identify fee structure for Owners Representative services.

PROJECT TIMELINE

The timetable for submission, evaluation, and award shall be as follows:

- RFQ Issued: Friday, September 5th, 2014
- RFQ responses requested: Thursday, September 11th, 2014
- Possible Interviews with Council/HRA: morning of Tuesday, September 16th

RFQ SUBMITTAL

All proposals must be sent to:

Ms. Heidi Nelson, City Manager
hnelson@wayzata.org

All RFQ responses are requested by noon, Thursday September 11th 2014. Submit one (1) electronic copy (pdf format) of the response. Each response must be electronically signed by an authorized member of the firm.

RFQ QUESTIONS

Prospective responders who have any questions regarding this RFPQ should submit questions by e-mail to:

Heidi Nelson, City Manager
hnelson@wayzata.org