

*Proctor's Vision*  
*Proctor rich with railroad heritage, values above all, its people and their environment.*  
*Working together is our pathway to a safe, secure and progressive Community.*  
*Slogan: "You Have A Place In Proctor"*

**AGENDA**  
**PROCTOR PARKS AND RECREATION MEETING**  
Wednesday, April 24, 2024, 3:00 PM  
PACC 100 Pionk Drive – Council Chambers

**CALL TO ORDER**  
**MEMBERS PRESENT**  
**OTHERS PRESENT**  
**APPROVAL OF MINUTES**  
**APPROVAL OF AGENDA**

**1. UNFINISHED BUSINESS**

**A. Playground for EVERYBODY**

- 100% of the playground equipment and surfacing completed.
- The fence along the north side is complete.
- ADA parking and bathroom pad will be completed this spring/summer (plans attached)
- Future needs and maintenance?

**B. North 40 Trail**

- Trail Extension: Wetland study is in progress to determine future trail route.
- Parking:
  - Possible new access via Old Hwy 2.
  - Jeff Handon is willing to allow access if he could get an acre or two of the North 40 property to build a new garage.
  - Les Lindquist owns land on the west side of the park, which he would like access to as well.
  - Linquist is willing to gift land or access for parking. See attached map.

**C. School/City Softball Field**

- Transfer of field 2 to the school district complete.
- The school district will operate and maintain. The school had the rock in left field removed.

**D. Kingsbury Creek Trail**

- See attachments.

**E. 3<sup>rd</sup> Street Park**

- Oranges Places 58-page report to be presented at meeting, developed after a year of public input by Orange Places project committee.
- The city council approved mixed-use plan.
- Engineers' estimates attached.
- City applied for 100% LCCMR grant; announcements expected by end of July 2024.
- Essentia and city collaborated on short-term improvements:
  - Top seal and new markings
  - Fence signs/cups.
  - Picnic tables.
  - Garbage cans
  - Portable restroom.

## **F. Pickleball Facility**

- Since January 2023 Parks and Recreation Committee meeting, explored pickleball court locations:
  - 3rd Street Park
  - Inside the PAHA rinks
  - Playground for EveryBODY Upper Lot
  - PACC parking lots
  - School parking lots
  - Fairgrounds
- After considering factors like noise, neighborhood, safety, parking, and park enhancement, the favored location is wooded space between Playground for EveryBODY upper lot and baseball fields.
- Need to determine feasibility and cost for this location. Received two engineering service quotes. Seeking committee recommendations on firms to present to the city council.

## **G. Munger Trail Spur**

- The City Council obtained approval from the State of Minnesota for a .5% local sales tax increase to fund the Munger Trail Spur construction.
- The proposal will be included on the November 2024 General Election Ballot.
- City staff and engineers collaborated with the City of Hermantown to establish a route and to seek joint grant programs.
- The primary challenge lies in determining the trail route through Proctor, as previous options haven't been thoroughly investigated.
- Lavaque/2<sup>nd</sup> Street is problematic.
- What are key elements the parks and recreation committee would like the public to know in a sales tax campaign?

## **2. NEW BUSINESS/MEMBER IDEAS**

## **3. FUTURE MEETING DATES**

## **4. ADJOURN**

*Proctor's Vision*  
*Proctor rich with railroad heritage, values above all, its people and their environment.*  
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*Slogan: "You Have A Place In Proctor"*

*Draft* MINUTES  
PROCTOR PARKS AND RECREATION MEETING  
Thursday, January 26, 2023

Meeting was called to order at 2:40 p.m.

Members present were Jim Rohweder, Rory Johnson, Jennifer McDonald, Rick Lalonde, Anthony Wood, Sheri Krizek

Others present were Administrator Jessica Rich, Megan Jordan, Sally Hedtke, and Sherm Carlson, Christy Strohm, Dean Dahlvang from the READ Foundation.

Motion by Jim Rohweder, second by Anthony Wood to approve the Minutes of June 10, 2022.

Motion by Jennifer McDonald, second by Rory Johnson to approve the Agenda of January 26, 2023.

COMMITTEE ORGANIZATION

Motion by Jennifer McDonald, second by Anthony Wood and passed to nominate Jim Rohweder as Chair, Rick Lalonde as Vice-Chair, and city staff as secretary.

UNFINISHED BUSINESS

- A. Playground for EveryBody Update given by Jennifer McDonald. She reported on benches and wheelchair swing installation. Keys are available at city hall, and it is acceptable to hand out keys. Administrator Rich gave an update on the DNR Grant award, donations and financial standing.
- B. Trails Update given by Jess Rich. Jim Rohweder stated that the Kingsbury and North 40 Trails suggest smaller projects prior to the Munger Spur Trail project. Council approved .5% for Munger Trail Spur. Members discussed the food and beverage tax funding. Cohesive signage for the trails was discussed.
- C. School/City Softball Field update given by Administrator Rich. An agreement to sell both softball field 1 and the concession stand to the school is pending. Upon the sale of the property to the school, Council has approved that the proceeds will go to the Playground for EveryBody.
- D. Kingsbury Creek Trail update given. Cohesive signage and maps need to tie into trails systems, including Kirkus Street trails. Discussion on having a kiosk and signage.
- E. 3<sup>rd</sup> and 1<sup>st</sup> - Basketball Court Park was discussed by Jess. She will submit a grant through the Project Orange program at Essentia, managed by Russell Haberman.

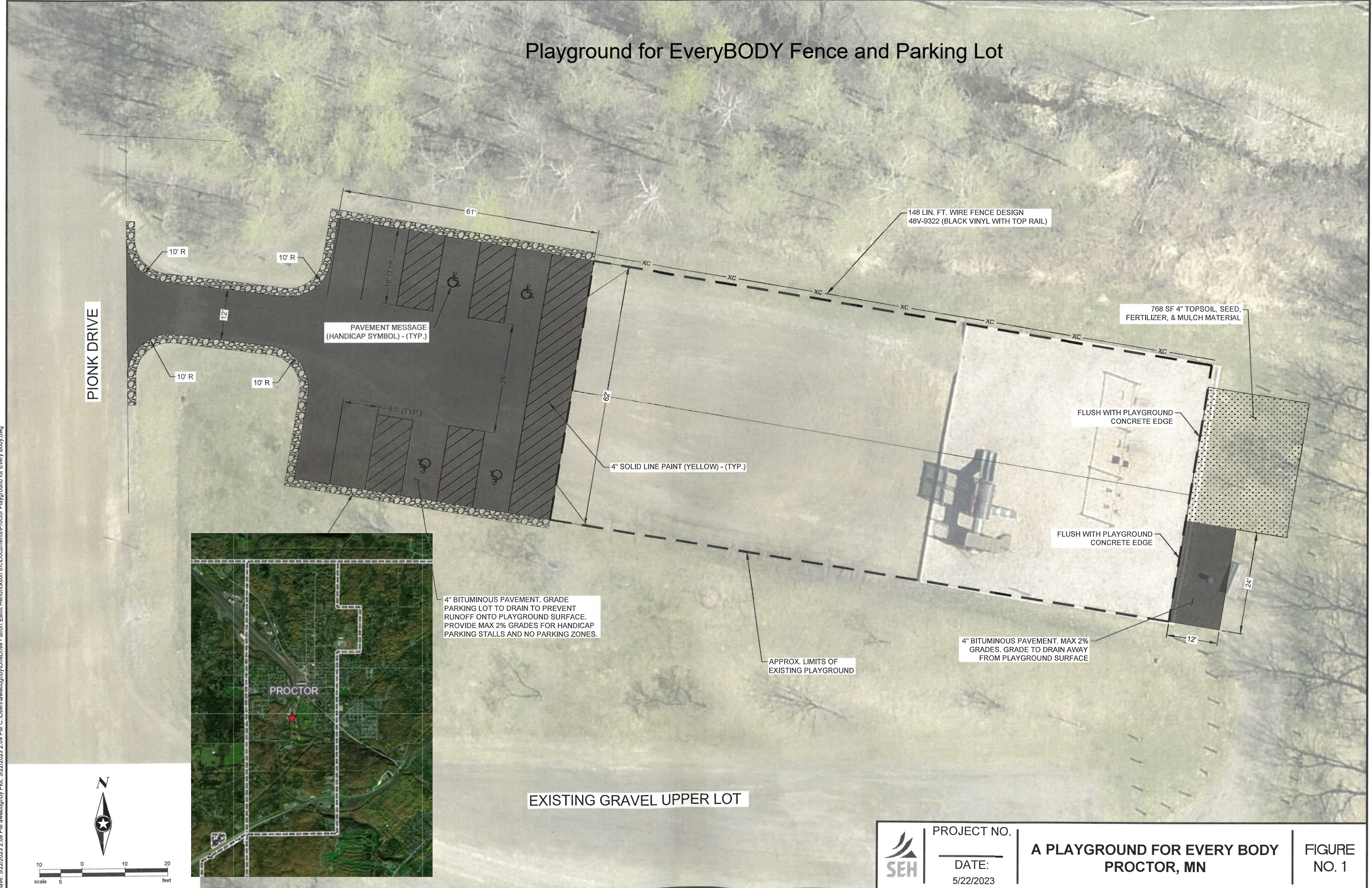
## NEW BUSINESS

- A. Pickleball Facility. Jess and members of Read Foundation gave a summary of the project to date. Members discussed where the courts would be, with options of near Playground for EveryBody, using the outdoor rinks next to St. Luke's Arena and on land owned by the Fairgrounds where old outdoor rinks were. Consensus was reached that the land near the Playground would not work. Members discussed the need to include PAHA in discussions, as well as Mary Korich with the Fairgrounds.

MEMBERS SUGGESTIONS – Rory asked that the committee meet again soon, with Jess saying she will get meeting invites out after getting additional information on the surface cover and talking with Neil from PAHA and Mary from the Fairgrounds.

NEXT MEETING DATE - No date set.

# Playground for EveryBODY Fence and Parking Lot



PIONK DRIVE

148 LIN. FT. WIRE FENCE DESIGN  
48V-9322 (BLACK VINYL WITH TOP RAIL)

768 SF 4" TOPSOIL, SEED,  
FERTILIZER, & MULCH MATERIAL

PAVEMENT MESSAGE  
(HANDICAP SYMBOL) - (TYP.)

FLUSH WITH PLAYGROUND  
CONCRETE EDGE

4" SOLID LINE PAINT (YELLOW) - (TYP.)

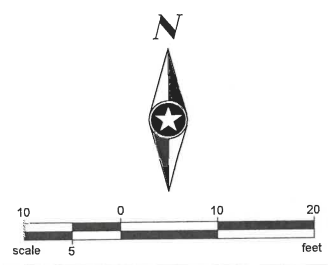
FLUSH WITH PLAYGROUND  
CONCRETE EDGE

4" BITUMINOUS PAVEMENT. GRADE  
PARKING LOT TO DRAIN TO PREVENT  
RUNOFF ONTO PLAYGROUND SURFACE.  
PROVIDE MAX 2% GRADES FOR HANDICAP  
PARKING STALLS AND NO PARKING ZONES.

4" BITUMINOUS PAVEMENT. MAX 2%  
GRADES. GRADE TO DRAIN AWAY  
FROM PLAYGROUND SURFACE

APPROX. LIMITS OF  
EXISTING PLAYGROUND

EXISTING GRAVEL UPPER LOT



	PROJECT NO.	<b>A PLAYGROUND FOR EVERY BODY PROCTOR, MN</b>	<b>FIGURE NO. 1</b>
	DATE: 5/22/2023		

Save: 5/22/2023 2:08 PM avilloughby Plot: 5/22/2023 2:09 PM C:\Users\avilloughby\OneDrive - Short Elliott Hendrickson Inc\Documents\Proctor Playground for Every Body.dwg

LOUIS RIVER RD

430 SAINT LOUIS RIVER RD

LINDQUIST

NORTH 40 PARK

PROCT 408 SAINT LOUIS

306 SAINT LOUIS

302 SAINT LOUIS

210 SAINT LOUIS

ROAD AVE

Hwy 2



HANSON

1017 OLD HWY 2

1009 OLD HWY 2

1001 OLD HWY 2

Old Hwy 2

# Kingsbury Creek Restoration Kickoff Meeting

Agenda:

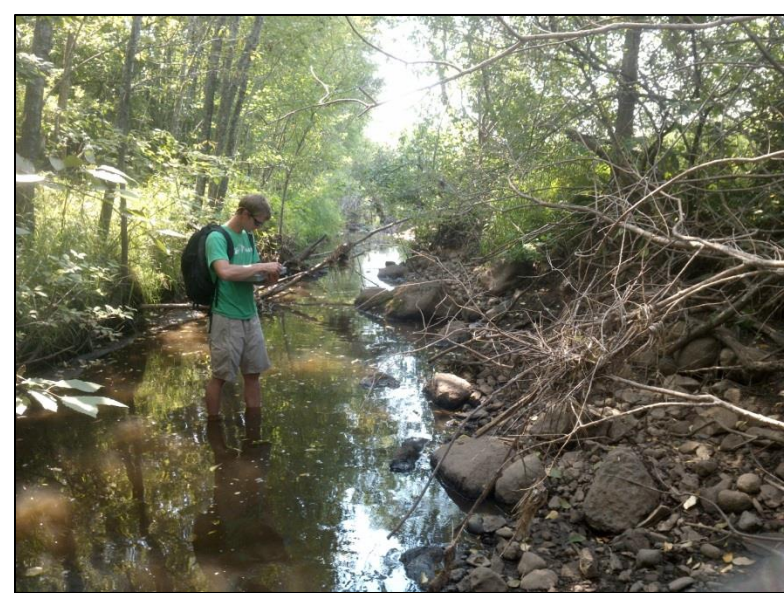
Project Overview

Timeline and Milestones

Roles and Responsibilities

Partner Contributions

Discussion



# Existing Conditions





A topographic map showing a creek area outlined in blue. The map uses a color gradient from brown (high elevation) to blue (low elevation). A scale bar at the bottom left indicates distances in feet (0, 250, 500, 1,000). A north arrow is located in the bottom right corner.

# Project Goal:

Maximize the ecosystem services that Kingsbury Creek provides to the community

Water Quality  
Recreation  
Aesthetics  
Flood Storage

# Timeline and Milestones

ACTIVITY	2023					2024					2025					2026					2027																								
	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D			
GLSNRP and DNR Grants Executed																																													
Site Survey																																													
Kickoff Meeting																																													
30% (Conceptual) Design																																													
Meetings to Present Conceptual Plans																																													
60% (Permitting) Design																																													
Permitting																																													
90% (Bidding) Design																																													
Bidding																																													
Project Award and 100% Design																																													
Project Construction and Revegetation																																													
Meetings to Present Project Progress																																													
Continued Construction (if necessary)																																													
Floodplain Revegetation																																													
Pre-Project Monitoring																																													
Post-Project Monitoring																																													
Share project outcomes																																													
GLNSRP Grant Expiration																																													
DNR Grant Expiration																																													

# Partner Contributions and Funding

## Stream and Floodplain Restoration

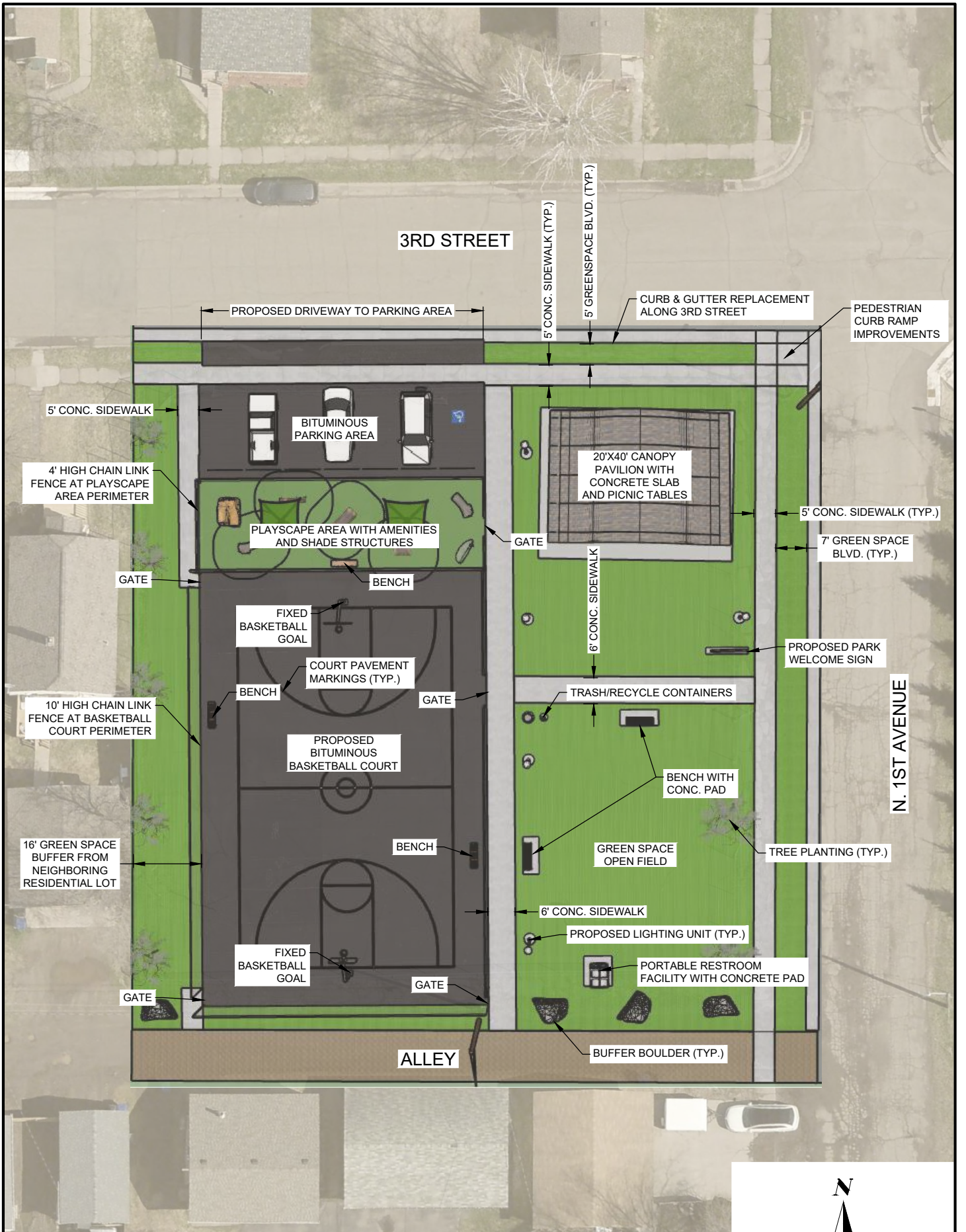
- Great Lakes Sediment and Nutrient Reduction Program – Secured
  - \$300,000 for improving water quality
  - Grantee: SSL SWCD
- MN DNR River Ecology Unit – Secured
  - \$360,000 for improving stream habitat
  - Grantee: SSL SWCD
- US FWS Coastal Program – Pending
  - \$200,000 for improving Brook Trout habitat
  - Grantee: SSL SWCD

## Other Contributions

- Green Infrastructure – EPA/USACE/CWF
- Parks Amenities – ??

# Kingsbury Creek Project Location



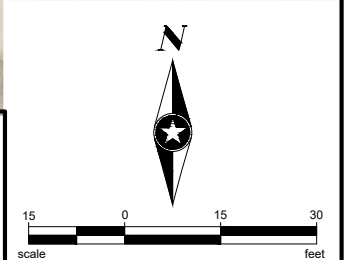


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PROJECT NO.  
 PROCT 166073  
 DATE:  
 3/13/2024

**3RD STREET PARK  
 IMPROVEMENTS  
 PROCTOR, MN**

FIGURE  
 NO. 1



# Orange Places Project



# Orange Places Project



Orange Places Project





Orange Places Project





**Project Name: 3rd Street Park Improvements**  
**Proctor, Minnesota**  
**SEH Project No: PROCT 166073**  
**Date: March 14, 2024**  
**Estimator: Tyler Yngsdal, PE (Lic. MN)**  
**Description: Preliminary Opinion of Cost**

X:\PT\PROCT\166073\1-gen\18-grant\LCCMR 2025 - 3rd St Park\3rd Street Park - Prelim Cost Estimate.xlsx\Overall Summary

SITE PREPARATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
CLEAR AND GRUB	TREE	2	\$ 1,000.00	\$ 2,000.00
SILT FENCE	LIN FT	650	\$ 5.50	\$ 3,575.00
REMOVE CONCRETE CURB & GUTTER	LIN FT	155	\$ 3.00	\$ 465.00
REMOVE BITUMINOUS PAVEMENT	SQ YD	2350	\$ 2.50	\$ 5,875.00
REMOVE CONCRETE SIDEWALK	SQ FT	1300	\$ 1.00	\$ 1,300.00
REMOVE CONC. DRIVEWAY APRON	SQ YD	18	\$ 20.00	\$ 360.00
REMOVE BASKETBALL POLE	EACH	2	\$ 250.00	\$ 500.00
REMOVE CHAINLINK FENCE	SQ FT	550	\$ 10.00	\$ 5,500.00
PARK IMPROVEMENTS	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
COMMON EXCAVATION	CU YD	700	\$ 18.00	\$ 12,600.00
SUBGRADE EXCAVATION	CU YD	70	\$ 18.00	\$ 1,260.00
SUBGRADE CORRECTION FILL	CU YD	70	\$ 30.00	\$ 2,100.00
BITUMINOUS PAVEMENT	TON	192	\$ 120.00	\$ 23,040.00
AGGREGATE BASE (CL 5)	CU YD	250	\$ 45.00	\$ 11,250.00
SELECT GRANULAR EMBANKMENT	CU YD	455	\$ 30.00	\$ 13,650.00
CURB AND GUTTER (S524)	LIN FT	155	\$ 25.00	\$ 3,875.00
DRAINAGE STRUCTURE CASTING	EACH	2	\$ 1,000.00	\$ 2,000.00
DRAIN TILE	LIN FT	155	\$ 15.00	\$ 2,325.00
GEOTEXTILE FABRIC	SQ YD	1170	\$ 3.50	\$ 4,095.00
4" CONCRETE SIDEWALK	SQ FT	2900	\$ 7.00	\$ 20,300.00
LIGHTING UNITS	EACH	5	\$ 11,000.00	\$ 55,000.00
MISC. SITE ELECTRICAL	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
PEDESTRIAN RAMP	SQ FT	80	\$ 15.00	\$ 1,200.00
6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	76	\$ 75.00	\$ 5,700.00
6" CONCRETE PAD (BENCH & PORTABLE RESTROOM LOC.)	SQ YD	20	\$ 75.00	\$ 1,500.00
FIXED BASKETBALL GOAL	EACH	2	\$ 5,000.00	\$ 10,000.00
PAVEMENT MARKINGS (COURT AND PARKING)	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00
COURT PAVEMENT COLOR COATING	SQ YD	756	\$ 8.00	\$ 6,048.00
BENCH	EACH	5	\$ 3,000.00	\$ 15,000.00
PICNIC TABLE	EACH	4	\$ 2,000.00	\$ 8,000.00
TRASH/RECYCLE CONTAINERS	EACH	2	\$ 2,000.00	\$ 4,000.00
BIKE RACK	EACH	1	\$ 1,500.00	\$ 1,500.00
CANOPY PAVILION STRUCTURE (20'X40')	LUMP SUM	1	\$ 150,000.00	\$ 150,000.00
PLAYSCAPE AMENITIES W/ SHADE STRUCTURES	LUMP SUM	1	\$ 30,000.00	\$ 30,000.00
4' HIGH CHAIN LINK FENCE	LIN FT	116	\$ 30.00	\$ 3,480.00
10' HIGH CHAIN LINK FENCE	LIN FT	336	\$ 80.00	\$ 26,880.00
4' HIGH CHAIN LINK FENCE GATE	EACH	1	\$ 1,000.00	\$ 1,000.00
10' HIGH CHAIN LINK FENCE GATE	EACH	4	\$ 1,500.00	\$ 6,000.00
PARK WELCOME SIGN	EACH	1	\$ 4,000.00	\$ 4,000.00
BUFFER BOULDERS	EACH	4	\$ 1,000.00	\$ 4,000.00
POTABLE WATER DISTRIBUTION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
WATER SERVICE	EACH	1	\$ 4,500.00	\$ 4,500.00
DRINKING FOUNTAIN / HAND WASH STATION	UNIT	1	\$ 6,300.00	\$ 6,300.00
GREENSPACE RESTORATION	UNIT	EST. QUANTITY	UNIT PRICE	AMOUNT
TOPSOIL BORROW (4" DEPTH)	CU YD	130	\$ 50.00	\$ 6,500.00
SEED, MULCH & FERTILIZER	LUMP SUM	1	\$ 2,500.00	\$ 2,500.00
TREES	EACH	7	\$ 1,000.00	\$ 7,000.00
SITE LANDSCAPING	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00
<b>SUB TOTAL</b>				<b>\$ 501,178.00</b>
TRAFFIC CONTROL			1%	\$ 5,012.00
MOBILIZATION			15%	\$ 75,177.00
EROSION CONTROL			2%	\$ 10,024.00
MISCELLANEOUS CONSTRUCTION			5%	\$ 25,059.00
CONTINGENCIES			15%	\$ 75,177.00
<b>TOTAL CONSTRUCTION</b>				<b>\$ 691,627.00</b>
CIVIL DESIGN, CONSTRUCTION ADMIN, CONSTRUCTION STAKING			20%	\$ 138,325.00
LEGAL, FISCAL, AND ADMINISTRATIVE			5%	\$ 34,581.00
OTHER CONSULTANTS (ENVIRONMENTAL, GEOTECHNICAL, ETC.)			3%	\$ 20,749.00
<b>TOTAL PROJECT</b>				<b>\$ 885,282.00</b>

- Assumptions:**
- Sidewalks - 4" concrete, 4" aggregate base CL-5
  - Concrete Pads - 6" concrete, 6" aggregate base CL-5
  - Basketball Court - 3" bituminous, 6" aggregate base CL-5, 15" select granular, geotextile fabric, draitile
  - Bituminous Parking - 4" bituminous, 8" aggregate base CL-5, 12" select granular, geotextile fabric, draitile
  - Concrete Driveway - 6" concrete, 6" aggregate base CL-5, 12" select granular, geotextile fabric, draitile
  - Playscape Area - Artificial turf surfacing, 4" concrete, 4" aggregate base CL-5, 12" select granular, geotextile fabric, draitile
  - Canopy Pavilion includes concrete slab.





Building a Better World  
for All of Us®

March 13, 2024

RE: Proctor Pickleball Courts  
Proctor, MN  
SEH No. PROCT 166073

Jess Rich, City Administrator  
City of Proctor  
100 Pionk Drive  
Proctor, MN 55810

Dear Ms. Rich:

Short Elliott Hendrickson Inc. (SEH®) is pleased to submit this proposal for the Proctor Pickleball Court project located in Proctor, MN. This proposal is based on conversations with yourself, and a project walkthrough.

### Project Overview

The City of Proctor has recently been making improvements to their city parks and recreational facilities, including the recent construction of the Playground for EveryBODY located along Pionk Drive. Over the past year, the City has experienced a need and want for pickleball courts from the community members and the City has recently identified a potential location for the proposed project. The proposed location sits in a wooded space located on the east side of Pionk Drive north of Kirkus Street, in between gravel parking lots for the public baseball field and the Playground for EveryBODY.

The City is seeking assistance to provide conceptual layouts to determine if the site will fit the City's needs and ultimately to provide survey and design services to prepare construction documents to construct the Pickleball Courts project.

We have developed the following work plan and fee estimate based on our project understanding.

### Work Plan

#### **Task 1 Initial Consultation and Conceptual Layouts Task 1 Fee - \$8,150**

The initial consultation will include a meeting with City staff to determine specific needs for the project including, number of courts, site amenities, parking improvements, etc. After the initial consultation, SEH will prepare up to two (2) conceptual site layout alternatives with preliminary opinions of cost for construction. A second consultation meeting will be held to present the City with the layout alternatives for review. Review will include discussion of site constraints and overall feasibility for the project before it moves into final design.

The conceptual site layout alternatives will be developed utilizing aerial photography, county lidar contours, and the existing City GIS system for existing utility locations.

#### **Task 2 Survey, Design, Construction Documents, & Bidding Task 2 Fee - (\$20,000-\$30,000)**

Upon selection of a preferred feasible site layout, SEH will refine the project scope with an estimated fee to complete design, prepare construction documents, and provide bidding services. The task fee shown above represents SEH's anticipated efforts based on our

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 418 West Superior Street, Suite 200, Duluth, MN 55801-0229

218.279.3000 | 888.722.0547 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

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current project understanding. This fee amount may vary depending on the City's final needs for the project, including items like parking lot improvements, landscape architecture site amenities/features, and number of pickleball courts.

During this phase we will complete a Gopher State OneCall to determine existing utilities located in the vicinity of the site. Following the OneCall, SEH will conduct a topographic field survey to collect existing elevation data, site surface features, and utility markings. The survey data will then be processed to create an existing conditions basemap and existing surface model to be used for design.

Design will include a landscape architecture geometric layout design, site grading, stormwater conveyance, any site utility design needs and site amenities. Construction plans and details will be prepared during the final design stage. Construction plans will include a title sheet, construction details, existing conditions/removal plan, site layout plan, grading/drainage plan, Stormwater Pollution Prevention Plan (SWPPP) and any necessary utility plan sheets. The construction documents will be accompanied with an engineer's estimate. A project manual will be developed with this phase of work including "front end" documents, bidding requirements, bid advertisement, construction contract forms, supplementary conditions, and technical specifications.

Project bidding will include online public bidding utilizing QuestCDN. SEH will assist with responding to bidding questions, preparation of up to one (1) bidding addenda, opening of the bids, review of the bids received, bid tabulation, recommendation of award, and preparing a notice to proceed for the awarded contractor.

### Deliverables

For this project, SEH will provide the following:

- Task 1 - Up to two (2) conceptual site layout alternatives with preliminary opinions of cost
- Task 2 - Construction Plans, Project Manual/Specifications, Engineer's Estimate, bidding services

### Assumptions / Exclusions

Our work plan and deliverables were built on the following assumptions:

- Proposed impervious surface will be less than one (1) acre.
- Topographic survey will be completed with no snow cover or limited snow cover.
- Contractor will apply and submit for NPDES permit.
- City shall pay all fees associated with any required permits and/or applications.
- This scope does not include environmental efforts (such as contaminants, wetlands, asbestos, etc.)
- No easements or replatting will be required. Improvements all within City owned land.
- No retaining wall design.
- No lighting design.
- No geotechnical investigation, engineering, or material testing are included with this scope.
- The project will not be assessed.

### Fee Estimate

Our estimated fee for Task 1 is \$8,150 which will be billed on a Lump Sum basis.

Task 2 is a placeholder for moving the project from conceptual design to final design and construction. The scope for Task 2 will be negotiated with the City after a preferred feasible conceptual layout has been identified with a construction budget amount, at which point, SEH will prepare a fee estimate to complete these services and any other optional services requested by the City.

### Additional Tasks

We have identified the following additional tasks beyond those identified in the above work plan that could benefit the project.

#### **Optional Task 1 Geotechnical Investigation and Construction Material Testing**

This task includes geotechnical soil borings by a subconsultant at the onset of design to identify existing soil types, identify locations where bedrock may exist, and to provide geotechnical recommendations for typical section design.

Construction material testing includes Quality Assurance material testing by a subconsultant to verify construction materials being placed are in accordance with the project specifications.

#### **Optional Task 2 Construction Services**

Upon the award of construction to the contractor, SEH is willing to discuss construction engineering services and efforts needed with the City. If this task is determined to be needed, SEH can prepare a fee estimate for this scope of work.

This work may include facilitating a preconstruction meeting, shop drawing review, construction contract administration, engineering support, construction staking, field observation by a SEH Resident Project Representative (RPR), quantity tracking, preparation of contractor payment applications, project closeout and documentation, as-built record drawings, and preparation of a final payment application and contractor closeout letter.

We look forward to the opportunity to work with you on this project and to discuss this proposal with you further. If you have any questions, please contact me at **218.349.5972** or via email at **tyngsdal@sehinc.com**.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Tyler Yngsdal, PE  
Project Manager  
(Lic. MN)

ty

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- Stormwater management areas.

We anticipate, and have included in our fee, participation at two progress meetings with city staff during the schematic design phase.

### **III. FINAL DESIGN, CONSTRUCTION PLANS AND SPECIFICATIONS**

Once a preferred site design has been agreed upon, LHB will provide final design and construction level plans with technical specifications. Construction documents will be provided for the following:

- Demolition and Erosion Control Plans
- Grading Plans
- Drainage and Stormwater Management Plans
- Surfacing and Layout Plans
- Landscaping Plans
- Associated Site Construction Details
- Technical Specifications
- Professional Opinion of Construction Costs

We anticipate, and have included in our fee, participation at three progress meetings with your staff during the final design phase. Progress meetings will coincide with a 30%, 60% and 90% completion submittal of the construction documents.

### **IV. BIDDING ASSISTANCE**

Once the construction documents are complete and the project has been advertised for bid by the City, LHB can provide the following bidding phase services:

- Participation at one (1) pre-bid meeting.
- Answering contractor questions and issuing relevant addenda.
- Assist City with reviewing bids for completeness and selecting a Contractor.

### **Assumptions**

1. Construction Administration services are not included at this time. If the City wishes to hire LHB for limited CA services, such as issuing ASI's, reviewing contractor submittals (shop drawings), or conducting a final site review with an associated punch list at substantial completion, LHB can provide you those services at an hourly rate of \$140 per hour.
2. LHB recommends hiring a Geotechnical consultant to assess potential bedrock within the project limits and provide recommendations for subgrade work. LHB can assist the City in preparing an RFP for procurement of geotechnical services.



3. Location of private utilities are not included at this time. Should the City desire such services, LHB can provide coordination as an additional service.
4. Site lighting is not included at this time. Should the City desire such services, LHB can provide electrical engineering as an additional service.
5. Construction documents will be compiled as one lump sum bid project.
6. The City will advertise and distribute the bid documents and provide the front-end general conditions with agreement forms required for all bidding packages. LHB has included bidding assistance services, listed above.
7. It is assumed that the selected General Contractor will be responsible for all construction layout and construction survey required.
8. Any tasks not specifically stated in this proposal are not included.
9. If changes are needed to this scope of services, LHB will work with you to determine the hours needed before beginning the work to provide an accurate estimate of time and fee required.

### Schedule

LHB will proceed with the work upon receipt of a signed agreement and notice to proceed. Following is the anticipated design schedule:

- Topographic Survey Services ..... Spring 2024
- Schematic Design ..... March - April 2024
- Final Design and CDs ..... May - June 2024
- Bidding ..... July 2024
- Construction Start ..... July - September 2024

### Proposed Fee

LHB proposes a stipulated sum fee of Thirty Thousand, Five Hundred Dollars (\$30,500) including reimbursable expenses. The fee is divided as follows:

- Task I. Topographic Survey .....\$3,900.00
- Task II. Schematic Design .....\$9,000.00
- Task III. Final Design and CDs .....\$15,400.00
- Task IV. Bidding Assistance.....\$1,800.00
- Reimbursable Expenses .....\$400.00

### Terms and Condition

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

We appreciate the opportunity to provide you with our services. We look forward to working with you. Please contact Heidi at 218-310-3084 if you have any questions.

**LHB, INC.**



**HEIDI BRINGMAN, SENIOR LANDSCAPE ARCHITECT**



**STACEE DEMMER, VICE PRESIDENT**

c: Dan Shaw, Todd Mell  
LHB Project No. 230601

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## Jessica Rich

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**From:** Steve Krasaway <KrasawayS@StLouisCountyMN.gov>  
**Sent:** Thursday, February 8, 2024 3:05 PM  
**To:** Jim Foldesi; Matt Hemmila; Carol Andrews; Tanja Mattonen; 'david@nce-duluth.com'; CH-Eric Johnson; John Mulder; CH-Trish Crego; Jessica Rich; 'mbolf@sehinc.com'; Victor Lund  
**Subject:** Meeting Recap - Hermantown and Proctor Trail System Coordination Meeting with St. Louis County

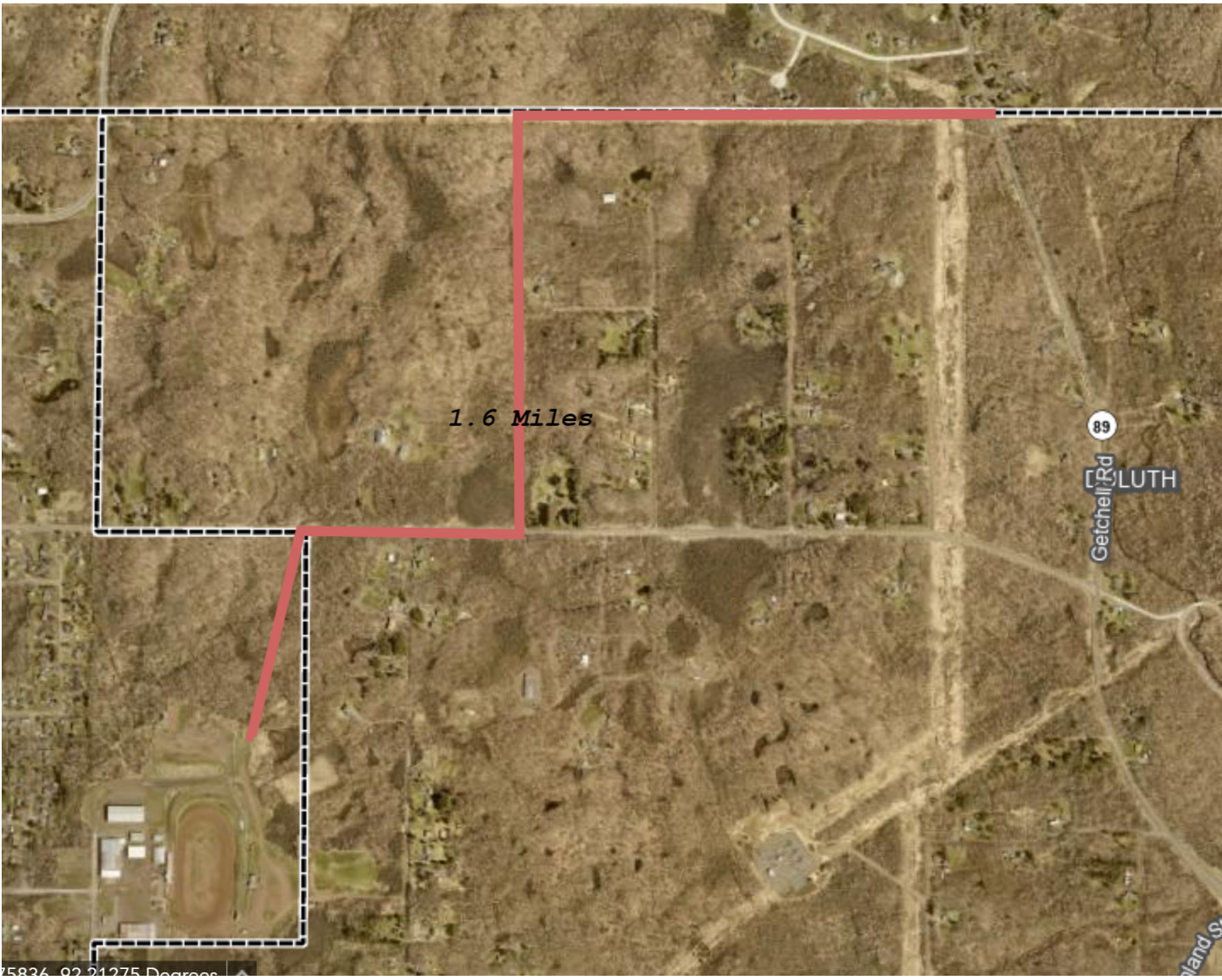
Who: Jessica Rich and Matt Bolf on behalf of Proctor; Eric Johnson, Trish Crego and David Bolf on behalf of Hermantown; Steve Krasaway, Matt Hemmila, Tanja Mattonen and Carol Andrews, St. Louis County

Background/Main Questions: SLC is planning pavement rehab (mill and fill) on Lavaque in 2026 from Boundary Ave to Morris Thomas Road. This section includes approx. 1.5 miles without a sidewalk. Given that Lavaque has sidewalk to the north and south County is wondering if it is important to fill this sidewalk gap. Also wondering if Proctor and Hermantown plans for constructing wide shared use paths include any trail along this part of Lavaque Road.

Conclusion: No sidewalk or trail will be constructed by St. Louis County with the 2026 pavement rehabilitation project. St. Louis County should look for grant money to construct the missing sidewalk, likely 5' wide back of curb with minor impacts, or 8' with grading and wetland impacts. There are no known planning documents that exist that call for a trail alongside Lavaque. The road has an existing wide, bikeable shoulder on both sides.

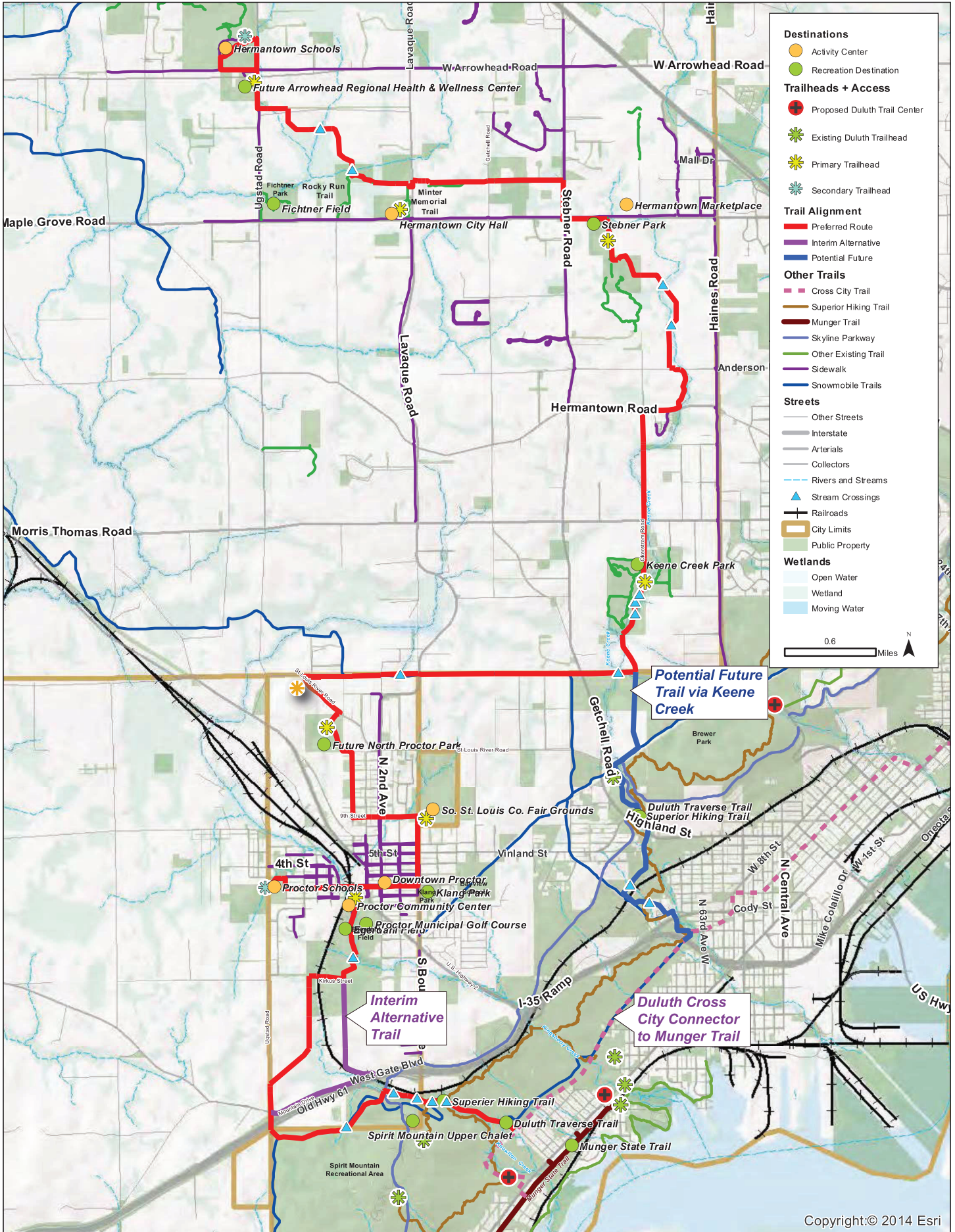
### Input:

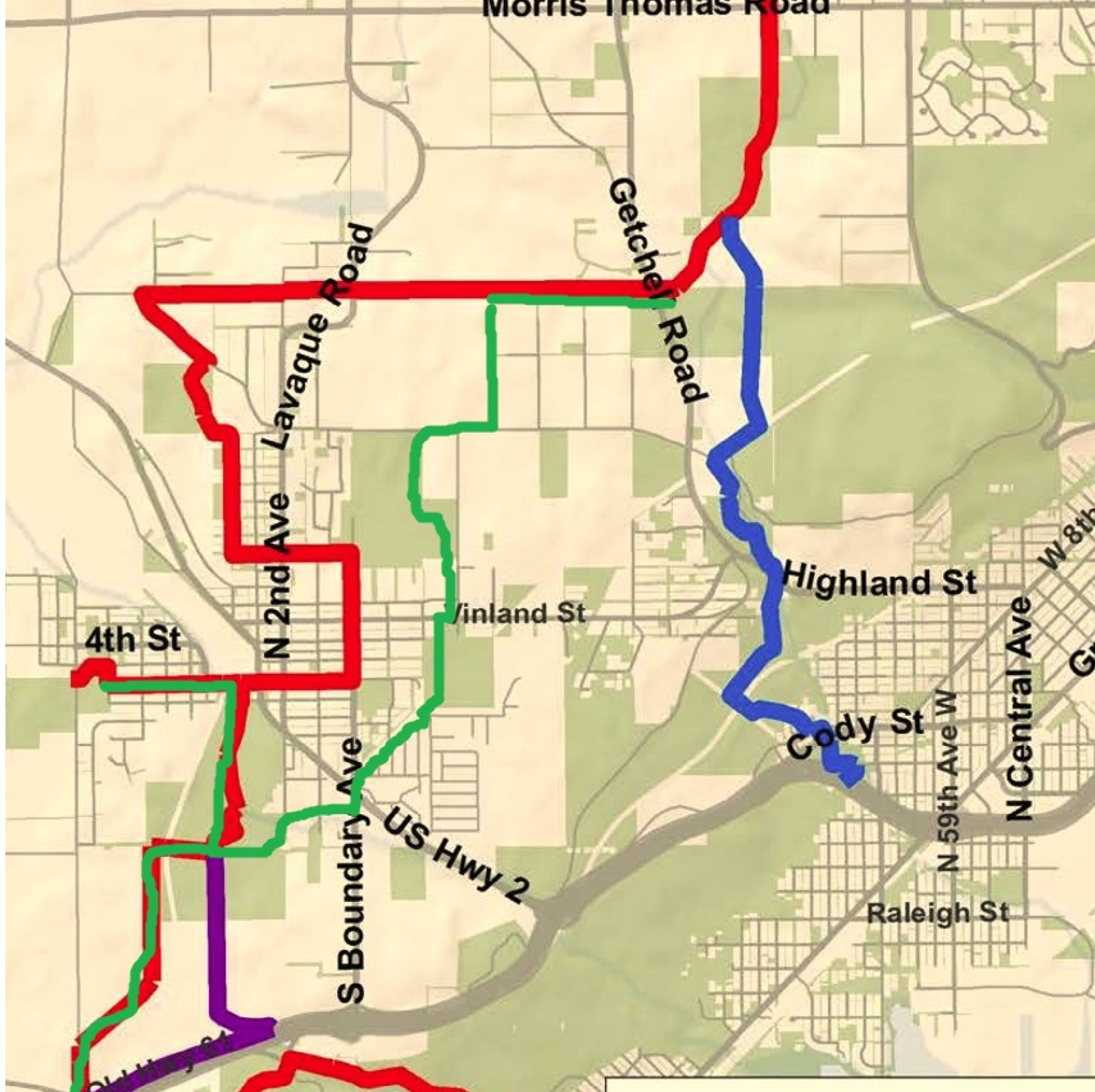
- Hermantown will continue to build out the Boulder Ridge trail, working to the south. Plan to construct in 2025 from Morris Thomas north to existing trail. Plan includes 1.25 mile adjacent to utility easement etc. ending at Lavaque Road per 2014-2015 trail study. During the meeting, however, a slightly different route that follows St. Louis River Road for a short distance, then connects to Proctor near the Fairgrounds via City owned narrow strip of land (platted road?) was discussed as preferable – see below for map. Benefits of this route = maximizing amount of trail that is in a natural area versus alongside a road or other developed area, which is in keeping with the overall trail concept.
- Eric applied last fall for Legacy Greater MN grant \$. Was turned down with advice to apply again in future and ask for more money (bigger project). He suggested Hermantown and Proctor consider a joint application.
- Although one or more routes for the trail through Proctor have been mentioned in past plans, Proctor needs to do more work to finalize the route. Difficulties include crossing Highway 2 and fitting a trail on 2<sup>nd</sup> Street, which has a stoplight to cross the highway but some businesses rely on vehicle parking along 2<sup>nd</sup> street such that eliminated some parking to make room for a trail would be problematic. Hoping to re-start work on that planning effort later this year.
- Jess supports adding sidewalk along Lavaque in part because it seems more likely to be constructed sooner than the trail.
- Proctor recently took ownership of 40 acres of TF land from SLC just north of the Fairgrounds with constraint that it be used for recreational purpose. Having a trail go through there would meet that and connect Proctor and the new recreation area to Keene Creek park via the trail.
- Hermantown staff reiterated that they receive requests for sidewalk along Lavaque farther north between Maple Grove Road and Highway 53.
- A sidewalk could easily be added outside of the pavement project with little impacts to the roadway if the existing curb is to remain.
- St. Louis County discussed the remaining life of the curb is approximately 15-20 years so at that point any trail or sidewalk constructed would be disturbed.
- There has been the idea of a trail along Lavaque from near Mogie Lake, south to Proctor, but at this point it would be premature to install one since the route through Proctor has not been determined, especially since the idea of having the trail go to the fairgrounds appeared to be the most popular.



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FIGURE 4-1. PROCTOR HERMANTOWN MUNGER TRAIL SPUR PREFERRED ALIGNMENT





Morris Thomas Road

Getcher Road

Lavaque Road

4th St

Vinland St

Highland St

Cody St

S Boundary Ave

US Hwy 2

N 59th Ave W

N Central Ave

W 8th

Raleigh St

S Boundary Ave