



Request for City Council Action

DEPARTMENT INFORMATION

ORIGINATING DEPARTMENT	REQUESTOR:	MEETING DATE:
Parks and Recreation	Parks and Recreation Director Jacobs	March 9, 2026
PRESENTER(S)	REVIEWED BY:	ITEM #:
Parks and Recreation	City Administrator/Finance Director Flaherty	5.2 – Prairie Park Phase 1

STRATEGIC VISION

MEETS:	THE CITY OF OTSEGO:
	Is a strong organization that is committed to leading the community through innovative communication.
X	Has proactively expanded infrastructure to responsibly provide core services.
	Is committed to delivery of quality emergency service responsive to community needs and expectations in a cost-effective manner.
	Is a social community with diverse housing, service options, and employment opportunities.
X	Is a distinctive, connected community known for its beauty and natural surroundings.

AGENDA ITEM DETAILS

RECOMMENDATION:	
City staff are recommending City Council accept proposals for planning and design services for Prairie Park Phase 1.	
ARE YOU SEEKING APPROVAL OF A CONTRACT?	IS A PUBLIC HEARING REQUIRED?
Yes	No
BACKGROUND/JUSTIFICATION:	
<p>The Prairie Park Master Plan was adopted by the Otsego City Council in August 2024. Since adoption, City staff and the Parks and Recreation Commission have been actively working to advance Phase 1 of the project, which focuses on improvements to the central portion of Prairie Park. Construction is anticipated in 2027, pending final design, funding, and bidding.</p> <p>Phase 1 improvements include a destination accessible playground, open-air pavilion with indoor restrooms and a concession window, parking lot improvements and expansion, an updated Veterans Memorial, ADA upgrades to ballfields and trails, stormwater and utility improvements, landscaping, and other site enhancements.</p> <p>To move the project from the master plan stage toward construction, the City has received two coordinated planning and design proposals.</p> <p>HKGi will serve as the lead park planner and landscape architect with a proposal for design and bidding services in the amount of \$237,500. Planning and design scope includes:</p> <ul style="list-style-type: none"> • refining Phase 1 concepts, • confirming scope, budget, and schedule, • preparing schematic design, design development, and construction documents • coordinating with City staff and engineering consultants • managing public engagement and City Council presentations • coordinating vendor-direct purchases • assisting with bidding and supporting construction administration 	

Hakanson Anderson (HAA) will provide civil engineering and surveying services in coordination with HKGi. The proposal for design and bidding services is in the amount of \$120,000. Planning and design scope includes:

- boundary and topographic surveying
- grading, drainage, utility and stormwater design
- civil construction plans
- permit preparation,
- cost estimate assistance
- coordination throughout the design process.

Advancing planning and design services is critical to maintain momentum following adoption of the Prairie Park Master Plan and to keep Prairie Park Phase 1 on schedule. Completing design work in 2026 positions the City to pursue outside grant funding, refine accurate cost estimates, and prepare construction documents for bidding in early 2027. Delaying this work would push the project timeline back and increase the risk of higher future construction and deferred maintenance costs.

The Administrative Subcommittee and Parks and Recreation Commission reviewed the Prairie Park Phase 1 planning proposals at their respective February meetings and recommended that the City Council consider approval.

SUPPORTING DOCUMENTS ATTACHED:

- **Proposal - HKGi**
- **Proposal – Hakanson Anderson**

POSSIBLE MOTION

PLEASE WORD MOTION AS YOU WOULD LIKE IT TO APPEAR IN THE MINUTES:

Motion to accept the professional planning and design service proposals from HKGi and Hakanson Anderson for Prairie Park Phase 1 in the combined amount of \$357,500.00 and authorize staff to proceed with design services.

BUDGET INFORMATION

FUNDING:	BUDGETED:
Fund 203 – Park Development	Yes

Proposal



To: Nick Jacobs, Parks and Recreation Director, City of Otsego
From: Gabrielle Grinde, HKGi
Subject: Proposed Work Plan & Schedule to Implement Prairie Park Improvements
Date: January 20, 2026

Dear Nick,

This proposal outlines a work plan and timeline to implement Phase 1 of the proposed Prairie Park Master Plan, with bidding to occur in early 2027 and construction during the summer and fall of 2027.

The *Otsego Prairie Park Master Plan* was adopted by the Otsego City Council in August of 2024. The Implementation section of the master plan identified a planning-level cost estimate for two design phases to complete the improvements in the plan. Phase 1 generally includes improvements to the central area of the park—a new destination playground, new open-air pavilion with indoor restrooms and concessions, parking lot improvements and expansion, an updated Veterans Memorial, and general ADA updates to the ballfields, trails, and sidewalks. The proposed 2027 construction budget is \$6-7million. Task 1 of this process will be to confirm the budget and conceptual design elements for Phase 1.

PROJECT ASSUMPTIONS:

- » Proposed Fees do not include Civil, Survey, Geotechnical/Soil Borings, or Electrical Engineering, which are to be billed separately from HKGi's primary scope of work.
 - It is assumed that civil engineering services will be provided by HAA.
- » Fees are estimated based on a percentage of the overall project budget and broken up by design phase.
- » Cultural resource related investigations and mitigation are not included in this scope of work and if deemed necessary.
- » Additional meetings or engagement if required, will be billed hourly in addition to the proposed base fee.

IMPLEMENTATION TASKS / WORK PLAN

Phase 1: Schematic Design (Mar 2026-Jun 2026)

- » Coordinate Existing Conditions Data: Work with city engineer to determine existing survey needs, soils information, and utilities.
 - Specific tasks include:
 - Identify and coordinate site survey and soil boring needs.
- » Schematic Design Layout: Advance the concept master plan to a surveyed base map to align existing conditions with planned facilities and site work. Specific tasks include:
 - Identify building footprint, grading, access points, exterior gathering spaces, and utilities.
 - Determine the overall direction for site grading and stormwater management.
- » Confirm budget and schedule: Work with city staff and civil engineers to confirm cost estimates for project elements. Confirm city-staff related projects in the park. Review the proposed schedule for Phase 1 implementation. Discuss community event needs, including Prairie Festival in September. Discuss milestone dates and ongoing/related civic campus work.
 - Discuss funding and grant options, if feasible
- » Confirm concept design: Revisit the concept plan to identify new information, new ideas, construction impacts, and confirm the concept design. Confirm the direction for the park pavilion as vendor-purchased.
- » Park Commission Meeting: Present the implementation plan to the Parks and Recreation Commission to kick off the design and implementation process. Receive questions and feedback.
- » Public Open House #1: Present an update to the community regarding the project schedule, design, and opportunities for feedback. HKGi will prepare boards and work with city staff to facilitate an open house at a public location in the city.
- » Online Survey: We will prepare and facilitate an online survey that has similar information and content as presented at the Open House. This will provide an opportunity for residents who are not able to attend the open house to provide feedback at their convenience. We would leave the survey open for approximately one month.
- » City Council Meeting: Present the feedback from community engagement, the implementation plan, project schedule, and budget to the City Council for approval to move forward with design.

Phase 2: Design Development (Jul-Nov 2026)

- » Design Development: HKGi will lead the design team, including landscape architecture and civil engineering. During this phase, we will advance the Schematic design to resolve the physical details, materials, and confirm relationships and connections between facilities within the park. Specific tasks include:
 - Confirm completion of site survey and soil borings.
 - Review and confirm building footprint, grading, access points, exterior gathering spaces, and utilities.
 - Review site grading and stormwater management goals.
 - Discuss permits and approvals needed prior to construction.

- Develop and size the specific utilities connections and extensions to support the proposed building and other site features.
- Coordinate site electrical needs and electrical service for the pavilion, pedestrian-scale lights, parking lot lights, and athletic field lights.
- » Vendor coordination: Communicate and coordinate the appropriate direct-purchase items from vendors, such as the playground equipment, playground surface and container, park pavilion, site furnishings, etc. as needed. Identify product availability, timing, costs, and installation needs.
- » Civil coordination: Continue to work with civil engineers to update materials, layout, grading, stormwater, and costs during Design Development.
- » DD Review: Present 60% Drawings, details, and specifications to staff for review. Exhibits will include illustrative plan drawings, detail drawings, or cross sections:
 - Park layout, including sidewalks, trails, and plaza areas
 - Surface materials, including bituminous, concrete, pavers, and/or aggregate
 - Playground container and surface
 - Vendor-provided playground design and quote
 - Vendor-provided pavilion design and quote
 - Fencing layout, as needed
 - Site furnishings
 - Landscape plan, including ground cover vegetation, prairie restoration areas, trees, and planting beds
 - Lighting layout and site electrical plan
 - Stormwater management plan
 - Utilities plan
 - Review of operations and maintenance requirements for proposed park improvements
 - Updated estimate of probable costs, noting opportunities for alternate items, direct-purchase items, and city staff work
- » Park Commission Meeting: Present the 60% Design package to the Parks and Recreation Commission. Receive questions and feedback. Update the design and costs as needed.
- » Public Open House #2: Present an update to the community regarding the project schedule and evolved design. This meeting will be more informative with fewer opportunities to adjust the design than at the first open house. HKGi will prepare boards and work with city staff to facilitate an open house at a public location in the city. This meeting could be held during Phase 3 if timing works better for scheduling and having a better idea of bidding and construction timeline.
- » City Council Meeting: Present the 60% Design package to the City Council along with feedback from community engagement. Receive questions and feedback. Seek approval to move forward with design. Update the design and costs as needed.

Phase 3: Construction Documentation and Bidding (Oct 2026 – May 2027)

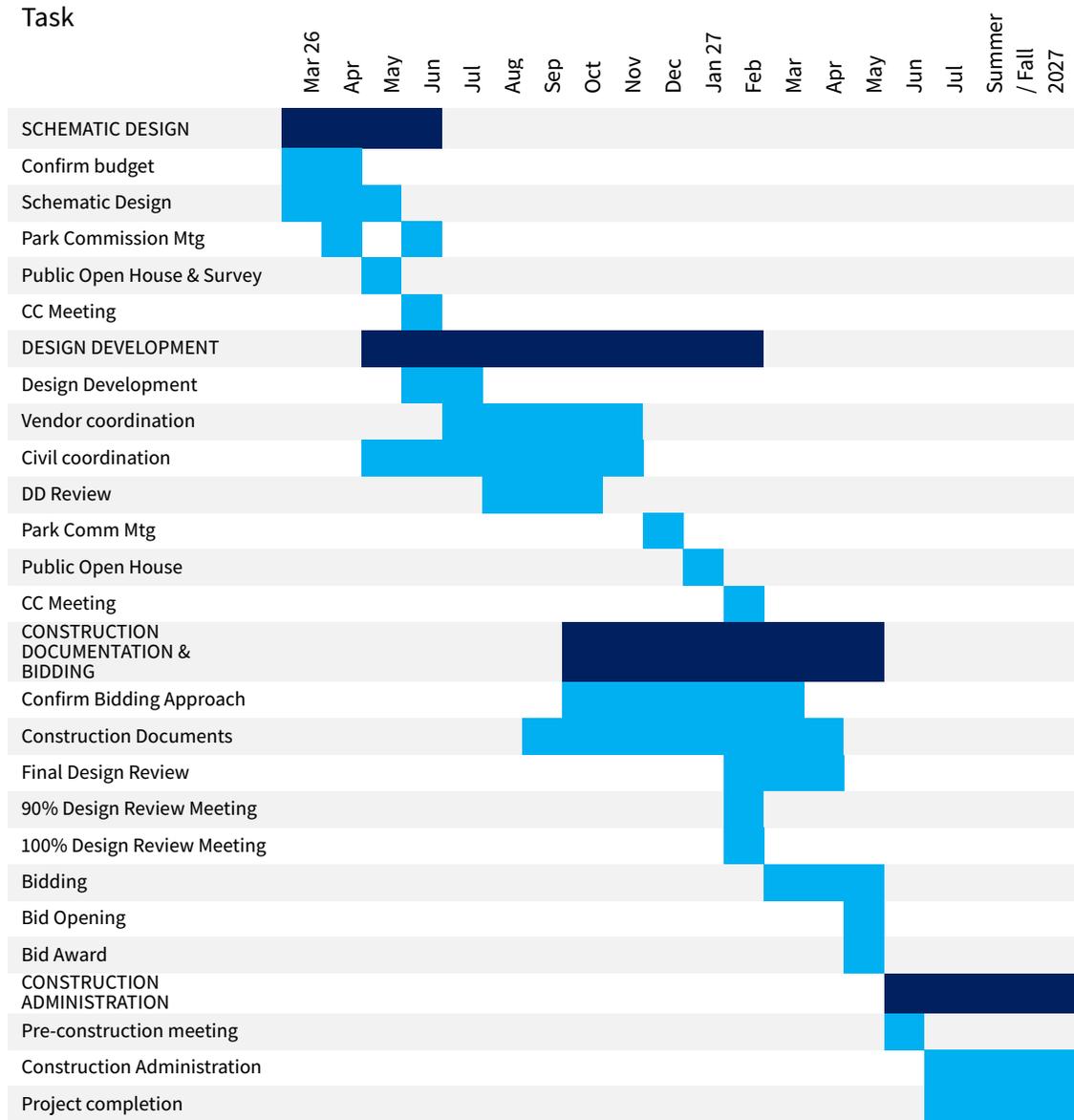
- » Confirm Bidding Approach: We will work with staff to confirm the appropriate bidding approach, to include one or more bid packages, direct-purchase items from vendors, and city work.

- » Construction Documents: Prepare drawings and project specifications to convey the final design intent to potential bidders. We will confirm the design details and assemble the general and technical project specifications. Prepare 90% and 100% Construction Documents to include:
 - Update all drawings and exhibits prepared during the Design Development phase
 - Updated illustrative plans to communicate the final design intent to the Parks and Recreation Commission and City Council
 - Identification of work limits and separation of areas between general contractor work, city work, and direct-purchase installation items
 - Identify irrigation areas and list as a design-build approach for bidding
 - Prepare 100% estimate of probable costs
 - Continued coordination with civil, electrical, and structural engineering, as needed
 - Final selection of lighting fixtures throughout the Phase 1 project area
 - Final selection and continued coordination with vendors to facilitate direct purchase of playground, pavilion, and furnishings, through Sourcewell, Mn state contract, or other methods
 - Coordinate permitting needs with civil engineer
 - Discuss project construction schedule and potential phasing to ensure that the park is open during community events, such as Prairie Festival.
- » Final Design Review: Facilitate staff page-turn review of the 90% and 100% design sets.
- » 90% Design Review Meeting: Present the 90% design package to the Parks and Trails Commission and/or City Council as required.
- » 100% Design Review Meeting: Present the final/100% design package to the City Council for approval to solicit bids.
- » Bidding: Facilitate posting on QuestCDN and ads for bid with city staff and civil engineer as needed. Respond to RFIs and issue addenda during the bidding window.
- » Bid Opening: Schedule the bid opening at least three weeks after ad for bid has posted. Facilitate virtual bid opening in coordination with city staff and civil engineer.
- » Bid Award: Award the bid at City Council meeting.

Phase 4: Construction Administration (Summer/Fall 2027)

- » Pre-construction meeting: Work with city staff and civil engineer to facilitate a pre-con meeting on site with selected contractor. Review project schedule, submittals, and coordinate work by others.
- » Construction Administration: Coordinate project staking, shop drawing and submittal review, change orders, review pay applications. Conduct periodic field observation and provide notes to city staff. Facilitate testing and reporting, punchlist, and warranty inspections. Coordinate with city staff and civil construction administrator.
 - We will work through the project schedule to ensure that the park is open and usable for Prairie Fest in September 2027.
- » Project completion: Final construction and ribbon cutting.

PROPOSED SCHEDULE





PROPOSED FEES

Fees are estimated based on a percentage of total project cost estimate of \$6,500,000.

Phase		HRs		Design Fee by Phase
SD	Schematic Design	315	0.75%	\$ 55,250.00
DD	Design Development	415	1.0%	\$ 69,000.00
CD	Construction Documents	590	1.5%	\$ 97,500.00
Bidding	Project Bidding and Award	90	0.2%	\$ 13,950.00
CA	Construction Administration			<i>TBD based on final project design estimate</i>
Landscape Architecture Design Subtotal				\$ 235,700.00
	Expenses (printing, mileage, and travel-related)			\$ 1,800.00
Total Fees for Landscape Architecture SD, DD, CD, Bidding Support				\$ 237,500.00
<i>Construction Administration TBD (based on bid award amount)</i>				

SINCERELY,

GABRIELLE GRINDE | PLA (MN)

Principal Project Manager
Gabrielle@hkgi.com
608.852.3370

~~October 31, 2025~~

REVISED February 2, 2026

Nick Jacobs, Parks and Recreation Director
City of Otsego
13400 90th Street NE
Otsego, MN 55330

RE: Prairie Park Improvements – Phase 1

Dear Nick,

Thank you for the opportunity to submit a proposal for our services for the Prairie Park Master Plan, Phase 1 project. We understand that the project will include a new pavilion building, playground upgrades, baseball field improvements, relocating the sledding hill, an updated Veterans Memorial, and parking lot expansions.

SCOPE OF SERVICES

This scope of services is for schematic design coordination, land surveying services, design development, construction documents, permitting, bidding services and construction administration. All services include coordination with City staff and services provided by HKGI.

SCHEDULE

We will coordinate with and follow the schedule as provided by HKGI.

SCHEMATIC DESIGN

- Coordinate with HKGI to determine land survey limits and soil boring requirements for the proposed Phase 1 improvements.
- Review the existing sanitary sewer and water resources available within the park to determine their capacities for the proposed park improvements.
- Review the current storm water facilities for capacity and estimate future needs to assist HKGI with the schematic site layout.
- Assist with cost estimates to confirm the phase 1 project is within the anticipated budget.

LAND SURVEYING SERVICES

- Hakanson Anderson will provide a boundary and topographic survey of the area required for the Phase 1 Park improvements.
- The survey will include one-foot contours and spot grades sufficient to provide for civil design. It will include above and below ground utilities, per Gopher State One Call and available records.

DESIGN DEVELOPMENT SERVICES

HAI has assumed the site plan showing the new pavilion, playground improvements, parking lot expansions, and other site improvements will be prepared by HKGI. We will need an AutoCAD file of the site plan prior to preparing the site development plans.

- HAI will prepare site development plans for the project. These plans may include an existing topography and removals plan, a grading, drainage and sediment control plan, a utility plan and a restoration and paving plan.
- HAI will develop a draft stormwater management plan that includes the proposed improvements needed to accommodate the site runoff. Soil borings will have to be completed to determine the groundwater elevation and infiltration rates for the soil on site.
- Develop water and sanitary sewer extensions, or new wells and septic drain fields to support the building and site features.
- Prepare 60% Plan Set and list of specifications (in coordination with project team).
- Develop a 60% quantity and Opinion of Probable Construction Cost (OPC) (in coordination with project team).
- Begin permit application preparation to ensure necessary permits are ready for construction.
- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions.
- Participate in one Parks and Trails Commission Meeting.
- Participate in one City Council Meeting.

CONSTRUCTION DOCUMENT SERVICES

In construction documents phase, final construction details will be added to the plan set.

- Prepare front end documents and associated discipline specific technical specifications.
- Develop a 100% quantity and Opinion of Probable Construction Cost (OPC) (in coordination with project team).
- Finalize alternates and items for potential value engineering to align with the project budget.
- Finalize the stormwater management plan to meet Watershed Management Commission requirements.
- The final site development plans will be coordinated with the landscape architect, structural and mechanical efforts.
- HAI will prepare the Stormwater Pollution Prevention Plan for the project. Submitting the permit application.
- Participate in bi-weekly meetings with City Staff and HKGi to review project progress and design decisions.

HAI will develop the following plan sheets for Construction Documents:

- Site Layout Plan (in coordination with HKGi)
- Paving Plan (in coordination with HKGi)
- Erosion Control Plan and SWPPP
- Grading Plan (in coordination with HKGi)
- Utility Plan
- Storm Sewer Plan
- Associated Detail Sheets

BIDDING SERVICES

This task involves the coordination of soliciting contractor bids for the construction of the improvement project. The task includes:

- Preparation of Advertisement for Bids and coordination of publication.
- Respond to potential bidder questions and issue addenda as needed.
- Attendance of virtual bid opening and completion of the bid opening process.
- Preparation of bid tabulation and bid results letter/award recommendation.
- Prepare contract documents and coordinate execution of contracts with City staff, attorney, and contractor.

CONSTRUCTION STAKING SERVICES

- Mark the construction limits and silt fence as needed
- Provide GPS control for the excavation contractor
- Stake the buildings with offsets and benchmarks
- Stake the sanitary sewer, water main, building service and hydrant locations
- Stake the storm sewer, the retaining walls and monument signs
- Stake the light poles and transformers
- Stake the curb and gutter, the concrete walks and trails

CONSTRUCTION OBSERVATION

- Construction observation to verify compliance with city standards and technical specifications
- Documentation of material testing, plan deviations, and events within the project area
- Observation budget is based on half time inspection for a 4-month construction period

CONSTRUCTION ADMINISTRATION

HAI will be available by phone for consultation and interpretation of the drawings during construction of the facility. This task includes:

- Coordinating and leading a preconstruction meeting and routine construction progress meetings
- Shop drawing review
- Quantity tracking and preparation of contractor pay requests
- Contractor inquiries and Request for Information (RFI) reviews and responses
- Evaluation of contractor change order requests, and processing these requests as appropriate
- Communications with project stakeholders, and City staff as needed
- Project closeout and preparation of record plan drawings

COMPENSATION

We propose an hourly, not-to-exceed cost, for all services described above, of **\$230,000.00**. The costs are summarized as follows:

DESIGN SERVICES

SCHEMATIC DESIGN SERVICES.....	\$ 10,000.00
LAND SURVEY SERVICES.....	\$ 25,000.00
DESIGN DEVELOPMENT SERVICES	\$ 45,000.00
CONSTRUCTION DOCUMENT SERVICES.....	\$ 35,000.00
BIDDING SERVICES.....	\$ 5,000.00
TOTAL	\$ 120,000.00

CONSTRUCTION SERVICES

CONSTRUCTION ADMINISTRATION.....	\$ 30,000.00
CONSTRUCTION STAKING.....	\$ 40,000.00
CONSTRUCTION OBSERVATION.....	\$ 40,000.00
TOTAL	\$ 110,000.00

This proposal is based on the following considerations and assumptions:

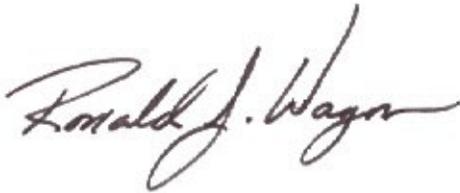
1. Fees payable to the City, County, State, etc. are not included in the proposal.
2. Additional services, when approved, will be invoiced at our standard hourly rates.
3. Geotechnical services needed for this project are not included in our cost. Soil borings will be required for the septic area, building footing and stormwater improvement designs.

4. We have assumed that a Lighting Plan, if required, will be completed by others and is not included in this proposal.
5. The proposal does not include the preparation of any plat or easement documents.
6. All hourly fees will be in accordance with the City's service agreement with HAI.

Thank you for the opportunity to provide this proposal.

If you have any questions, please call me at 763-852-0478.

Sincerely,
Hakanson Anderson



Ron Wagner, P.E.
Otsego City Engineer