



## Consultant Evaluation Summary for Park Project 2000454

### Project Information

**Project Purpose:** County Project 2000454 will develop preliminary and final design which will include the design and construction of about .25 miles of new trail connecting the Lebanon Hills Visitor Center to existing trails along Cliff Road (CSAH 26). The project will also include the final design and reconstruction of roughly two miles of an existing City of Eagan trail that parallels Dodd Road, which will be upgraded to Dakota County Greenway standards and become the new Lebanon Hills Greenway alignment.

**Elements of the scope of work include:** County Park Project 2000454 will develop a 30% alignment analysis of a trail segment connecting the Lebanon Hills Regional Park Visitor Center and preliminary plans and 100% construction plans for the Lebanon Hills Greenway. The geometric layout and final construction plans will meet Dakota County's Parks and Greenway standards, wayfinding guidelines, Greenway Master Plans and greenway natural resource management plans.

**Deliverables:** The primary technical deliverables the project will include preliminary and final design phases, public involvement, agency coordination, data collection, environmental reviews, permits, approvals, surveys, stormwater and hydraulic evaluation, geotechnical, right of way, and other required elements such as greenway overlay concepts and landscaping plans.

**Public and Agency Engagement:** This project will include efforts to engage with the general public including the city of Eagan. Public engagement efforts will include a pop up event and website for each greenway, small group property owner meetings, and agency meetings/presentations as necessary. The consultant will have a lead role as the technical expert and will provide exhibits and information.

**Schedule:** The work plan will include concurrent tasks for both projects through spring of 2026 that include stakeholder engagement and technical design milestones to deliver final design by spring 2026, and then the and construction documents by Summer 2026.

### Consultant Selection Summary

**Request for Proposals (RFP):** The RFP for the project was released on February 26, 2025. The RFP was sent to the following eight consulting firms: Alta, Bolton & Menk, HR Green, Kimley-Horn, KLJ, SEH, Stantec and Toole. Dakota County staff agreed to request proposals from these firms because of the familiarity with similar projects on the greenway system, and similar project experience.

**Review Team Agency:** Dakota County

**Review Process:** One proposals were received on Mach 19, 2025. Other consultant teams provided feedback that they were unable to provide proposals due to project knowledge, staffing, and previous consultant experience for preliminary design. The scoring panel met on March 25, 2025 to discuss the proposal, and scores/rankings. Negotiations with preferred consultants occurred March 25<sup>th</sup>.

#### **Evaluation Criteria and Results:**

The proposals were evaluated and ranked based on the following 6 criteria:

1. Project Understanding and Approach (20%): conceptual and technical approach to design and general approach (for example, delivery priorities and proposed tools or techniques to provide good value).
2. Scope of Work, Deliverables, and Schedule (30%): completeness of the proposal and a clear understanding of the project scope, complexities, focus areas, deliverables, project decisions/approvals, and scheduling/relationships of tasks.
3. Public and Agency Involvement (15%): approach to overall public/agency involvement in order to facilitate acceptance within the project schedule.
4. Project Team and Key Staff (30%): qualifications and experience of the Project Manager(s) and key staff proposed to work on the project, experience on previous similar projects, and availability of the key staff members.
5. Quality Control (5%): ensure the delivery of quality products by proactively identifying and managing risks and balancing quality management with scope, schedule, and budget.
6. Fee Estimate - Best Value Cost Proposal: includes understanding and explanation of budget priorities and relationships between tasks. Considers the quality and feasibility of the proposal and services for fee; the cost proposed vs. value to be provided; and the approach to complete within budget.

### Evaluation Results:

With only submittal, the evaluation team reviewed the proposal task hours and fees. After discussion internally and with KLJ, staff was able to negotiate task and fee reductions in design and public engagement tasks. The consultant selection utilized the criteria listed and paid special attention to project approach, public involvement, schedule and task hour accuracy, past performance on similar projects and attention to major greenway engineering milestones to support a best-value decision.

### Summary of Proposal Costs:

Consultant	Cost/Hr	Total Hours	Total Cost
KLJ*	\$148.27	2,815	\$448,302

**\*subconsultant fees = \$30,918**

### Summary of Final Negotiated Costs:

Consultant	Cost/Hr	Total Hours	Total Cost
KLJ *	\$149.90	2,449	\$398,020

**\*subconsultant fees = \$30,918**

### Recommendation and Summary:

The project scoring panel selected KLJ KLJ for the professional design services for County Lebanon Hills Greenway, Lebanon Hills Regional Park to Dodd Road project for actual costs not to exceed \$417,922, including a five percent contingency. They presented a qualified team, provided staff's expected level of effort and most accurately reflected the project needs. KLJ also provided a project manager, design lead and public engagement process that have proven success in Dakota County.