

## **Consultant Evaluation Summary for Professional Services for the Site Improvements Project at Miesville Ravine Park Reserve**

### **Consultant Services Description**

Professional services required for the Site Improvements Project at Miesville Ravine Park Reserve.

### **Scope of Consultant Services**

Following the five-year plan from the MRPR masterplan, this project will complete site improvements in these three areas: the Cannon River Trailhead, Trout Brook Valley, and Bluff Prairie. The scope includes providing a new gravel entry road and turnaround with parking; adding a kayak launch, a trout brook touch point, and fishing platforms; restoring the existing picnic area; upgrading the existing trail to an Americans with Disabilities Act-accessible trail; creating new trails; exploring possibilities to provide running water; replacing the footbridge; and adding a maintenance road at Bluff Prairie.

### **Deliverables**

Deliverable expectations are outlined within Part D of the RFP issued on Sep 27th, 2024. Deliverables are outlined for Schematic Design, Design Development, Construction Documents, Bid & Award Phase, Construction Administration Services, and Closeout Phase.

### **Public Engagement**

One public open house is required during Schematic Design. Two informal meetings with Indigenous Communities are required, one during schematic design phase and the other one during design documentation phase. In addition, specific stake holder meetings will be held as needed.

### **Schedule**

The RFP schedule was issued within Part A.3. In general, the project proceeds from December 2024 through April 2026. The project substantial completion is scheduled for December 2025. However, that is contingent on timely reception of all permits, the timing of which is often outside of the team's control.

### **Consultant Selection Summary**

The RFP for the professional services was issued on September 27, 2024 via a public posting on the Dakota County website. It was also directly emailed to three local firms that provide these types of professional services to Dakota County in the recent past. HKGI, Kimley Horns, SRF and WSB were the four firms that responded to the RFP on Oct 17, 2024.

### **Review Team agencies and process**

The proposal responses were reviewed by a selection committee comprised of Parks, Facilities Management and Capital Projects Management staff. The Evaluation Criterion listed below was used to rank the firms' written responses and select forms for interviews.

### **Evaluation Criteria**

The proposals were evaluated and ranked based on the following criteria detailed in the RFP:

- 1) Firm History and Information
- 2) Project Team and Team Member Experience
- 3) Project Approach and Schedule
- 4) Firm Experience, References and Examples of Other Previous Similar Successful Projects.
- 5) Contract and Conditions
- 6) Fee Proposal

**Evaluation Results:**

The selection committee met on October 24 to shortlist the RFP responses forward to be interviewed. HKGI, SRF and WSB were shortlisted and invited to in person interview on October 31. All three firms presented solid teams with relevant previous experience. However, HKGI’s interview demonstrated the strongest understanding of the site, the complexity of the schedule, the interplay of the public engagement. They provided clear approach, and committed more hours with lowest hourly rate. HKGI’s experience, fee and project approach fit best with the needs of the County in this project. These details lead to the unanimous selection of HKGI being awarded the professional services contract. A summary of the fees presented is below.

<b>Fee Evaluation Summary</b>					
<b>RFP - Professional Services for MRPR Site Improvement</b>					
			<b>Funding</b>		<b>CIP Budget</b>
	<b>2024 CIP</b>	<b>Total</b>	\$ 1,704,889.00	soft cost	\$ 250,000.00
	<b>Labor</b>	<b>Reimbursibles</b>	<b>Total Fee</b>	<b>Hours</b>	<b>Blended Rate</b>
<b>HKGI</b>	\$172,945	\$ 1,000.00	\$ 173,945.00	1113	\$ 155.39
<b>Kimley Horn</b>	\$214,100	\$ 2,800.00	\$ 216,900.00	1186	\$ 180.52
<b>SRF</b>	\$123,677	\$ 1,339.00	\$ 125,016.00	701	\$ 176.43
<b>WSB</b>	\$123,569	\$ 500.00	\$ 124,069.00	759	\$ 162.81

**Recommendation:**

Staff unanimously recommends the firm of HKGI to be awarded a contract for the Professional Services of the “Site Improvements in Miesville Ravine Park Reserve”. Their proposal narrative response outlined that they could provide the professional services for the scope as described in the RFP, as well as expertise in several similar projects. Then their in-person interview demonstrated a unique and far-reaching insight into the most challenging parts of the project. These included permitting and public engagement, the interplay of limits on construction that may push some construction into the spring of 2026, budget constraints, and sensitivity to the nature of the park. Their hours committed to the project shows they understand the design process will be complex even for this relatively small scope. Their team cost per hour was the lowest of all firms. In summary, HKGI’s experience, fee and project approach fit best with the needs of the County in this project. Following this process, the selection committee agreed that HKGI would be the best fit for this project.