



Monday, April 1, 2019
7:00 pm

City Hall – Council Chambers
5200 - 85th Ave North

**THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK
SPECIAL MEETING – AGENDA #4**

**President Jeffrey Lunde, Vice President Lisa Jacobson & Treasurer Wynfred Russell
Commissioners Mark Mata, Terry Parks, Susan Pha & Tonja West-Hafner, Executive Director Kim
Berggren, Assistant Executive Director Jay Stroebel & City Clerk Devin Montero**

If due to a disability, you need auxiliary aids or services during an EDA Meeting, please provide the City with 72 hour notice by calling 763-493-8012 or FAX 763-493-8391.

Our Mission: Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

Our Goals:

*Strong Neighborhoods • Adapting to Changing Demographics • Public Safety
Financial Sustainability • Community Image • Focused Redevelopment and Development*

I. ORGANIZATIONAL BUSINESS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT AND RESPONSE

This provides an opportunity for the public to address the EDA on items, which are not on the agenda. Open Forum will be limited to 15 minutes (if no one is in attendance for the Open Forum, the Regular Meeting may begin) and it may not be used to make personal attacks, to air personality grievances, to make political endorsements or for political campaign purposes. Commissioners will not enter into a dialogue with citizens. Questions from the EDA will be for clarification only. Open Forum will not be used as a time for problem solving or reacting to the comments made but, rather, for hearing the citizen for informational purposes only.

2A. RESPONSE TO PRIOR PUBLIC COMMENT

2B. PUBLIC COMMENT

3. APPROVAL OF AGENDA

II. STATUTORY BUSINESS AND/OR POLICY IMPLEMENTATION

4. CONSENT

4.1 None.

The following items relate to the EDA's long-range policy-making responsibilities and are handled individually for appropriate debate and deliberation. (Those persons wishing to speak to any of the items listed in this section should fill out a speaker's form and give it to the Secretary. Staff will present each item, following in which audience input is invited. Discussion will then be closed to the public and directed to the EDA table for action.)

5. Public Hearings

5.1 None.

6. General Action Items

6.1 Consider Authorizing the Executive Director to Enter into Professional Services Agreements and Amendments for Clubhouse Design Services and Agreements and Amendments with Prime Contractors for Edinburgh Clubhouse Renovations.

6.1A Resolution

6.1B Anderson Engineering Proposal

III. DISCUSSION - These items will be discussion items but the EDA may act upon them during the course of the meeting.

7. Discussion Items

7.1 None.

IV. WORK SESSION

8. Work Session

8.1 None.

V. ADJOURNMENT

Since we do not have time to discuss every point presented, it may seem that decisions are preconceived. However, background information is provided for the EDA on each agenda item in advance from City staff; and decisions are based on this information and past experiences. If you are aware of information that has not been discussed, please raise your hand to be recognized. Please speak from the podium. Comments that are pertinent are appreciated. Items requiring excessive time may be continued to another meeting.

City of Brooklyn Park Request for EDA Action

Agenda Item No:	6.1	Meeting Date:	April 1, 2018
Agenda Section:	General Action Items	Prepared By:	Kim Berggren, Executive Director Brad Tullberg, Parks & Facilities Manager
Resolution:	X	Presented By:	Brad Tullberg, Parks & Facilities Manager
No. of Attachments:	2		
Item:	Consider Authorizing the Executive Director to Enter into Professional Services Agreements and Amendments for Clubhouse Design Services and Agreements and Amendments with Prime Contractors for Edinburgh Clubhouse Renovations		

Executive Director's Proposed Action:

MOTION _____, SECOND _____ TO WAIVE THE READING AND ADOPT RESOLUTION #2019-__ AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS AND AMENDMENTS FOR CLUBHOUSE DESIGN SERVICES AND AGREEMENTS AND AMENDMENTS WITH PRIME CONTRACTORS FOR EDINBURGH CLUBHOUSE RENOVATIONS.

Overview:

The Clubhouse at Edinburgh USA is both a community public recreation facility and an economic development strategy designed to meet the leisure time needs of our golf course patrons, individual residents, community groups, organizations and the general public to enhance the quality of life in Brooklyn Park.

The Brooklyn Park Economic Development Authority (EDA) entered into a Clubhouse Management Agreement with D'Amico & Partners Catering effective January 1, 2019.

On June 18, 2018, the EDA committed to funding \$1.5M in improvements to Edinburgh USA Clubhouse to refresh the restaurant/bar, banquet rooms, develop an outdoor wedding venue and other necessary general improvements to the facility.

On December 3, 2018 the EDA authorized the Executive Director to enter into a Professional Services Agreement with Anderson Engineering for the first-floor lobby, public hallways, banquet room, pre-function space, restaurant/ bar, and outdoor bar patio areas. This agreement did not include architectural and design services for the second-floor hallways, bathrooms and banquet rooms, nor did it include the outdoor ceremony area. As construction started, some items that were not included in the first scope of work had to be revised once actual conditions were revealed during demolition. The items necessary to keep the project moving toward its goal in a timely manner are:

- Structural Investigation and Design Revisions \$ 5,000
- Additional Color Renderings of Restaurant \$ 1,200
- Architectural Design Revisions of Bar Area \$ 2,500
- Design Revision for Front Lobby \$ 950
- \$ 9,650

As the lower level construction nears completion, it is important to continue the momentum of the construction project and begin the next phase of work on the second floor and outdoor ceremony area. The costs associated with the design for this phase of construction are:

- Second-Floor Design (Hallways, Bathrooms, banquet rooms) \$ 15,290
- Outdoor Ceremony Design \$ 7,900

On January 22, 2019, the EDA adopted Resolution #2019-2 authorizing the Executive Director to enter into agreements with Prime Contractors for the Clubhouse renovations. The EDA has determined that the scope of the contracts under the Prime Contracts Resolution may need to be modified in connection with potential changes during the ongoing renovation of the Clubhouse in order to address unforeseen circumstances.

Primary Issues/Alternatives to Consider:

- **What is the purpose of the motion?**

Staff is requesting authorizing the Executive Director to enter into professional services agreements and amendments for clubhouse design services and agreements and amendments with Prime Contractors for Edinburgh clubhouse renovations. This will allow for timely approval of changes that may be required to keep the renovations on schedule and allow the clubhouse to re-open for business as soon as possible.

- **What are the budgetary/fiscal issues?**

The Anderson Engineering proposal is to provide additional design services for the work on the first-floor in the amount of \$9,650. The design services for the second-floor and outdoor ceremony area totals \$23,190 or 6% of the anticipated associated construction costs of \$385,000 for these areas. Funding for these services will come from the EDA general fund and will fall within the \$1.5M budget for the remodeling of the Edinburgh USA Clubhouse.

Recommendation

The Executive Director of the Economic Development Authority recommends approval.

Attachments

- 6.1A RESOLUTION
- 6.1B ANDERSON ENGINEERING PROPOSAL

THE BROOKLYN PARK ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF BROOKLYN PARK

RESOLUTION #2019-

AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO PROFESSIONAL SERVICES AGREEMENTS AND AMENDMENTS FOR CLUBHOUSE DESIGN SERVICES AND AGREEMENTS AND AMENDMENTS WITH PRIME CONTRACTORS FOR EDINBURGH CLUBHOUSE RENOVATIONS

WHEREAS, the Clubhouse at Edinburgh USA (the "Clubhouse") is both a community public recreation facility and an economic development strategy designed to meet the leisure time needs of our golf course patrons, individual residents, community groups, organizations, and the general public to enhance the quality of life in Brooklyn Park; and

WHEREAS, the Brooklyn Park Economic Development Authority (the "EDA") entered into a Clubhouse Management Agreement with D'Amico & Partners Catering effective January 1, 2019 to operate the EDA-owned Clubhouse at Edinburgh USA golf course; and

WHEREAS, The EDA has committed to funding \$1,500,000 in improvements to the Clubhouse to refresh the restaurant/bar, banquet rooms, develop an outdoor wedding venue and other necessary general improvements to the facility; and

WHEREAS, Anderson Engineering has been identified to provide design services for the renovation of the Clubhouse; and

WHEREAS, Anderson Engineering has a strong reputation and brings relevant knowledge and experience that will make them an important part of the team working to meet the ambitious rehabilitation timeline for the Clubhouse; and

WHEREAS, on December 3, 2018 the EDA authorized the Executive Director to enter into a Professional Services Agreement with Anderson Engineering (the "Design Contract") for the first-floor lobby, public hallways, banquet room, pre-function space, restaurant/ bar, and outdoor bar patio areas; and

WHEREAS, the EDA has determined that the scope of the existing Design Contract needs to be expanded and also that additional services are needed in connection with the renovation of the second floor of the Clubhouse and that additional design and engineering services may be required for the ongoing renovation of the Clubhouse; and

WHEREAS, in connection with the renovation of the Clubhouse, separate contracts will be awarded for each specific trade including, but not limited to, demolition, millwork, painting, flooring, electrical, mechanical, plumbing, and general construction; and

WHEREAS, a construction manager will be responsible to solicit quotes for each segment of the work and present the quotes for consideration by a selection team. The team will review and select the contract to award subject to State of Minnesota bidding statutes; and

WHEREAS, on January 22, 2019 the EDA adopted Resolution #2019-2 authorizing the Executive Director to enter into agreements with Prime Contractors for the Clubhouse renovations (the "Prime Contracts Resolution"); and

WHEREAS, the EDA has determined that the scope of the contracts under the Prime Contracts Resolution may need to be modified from time to time in connection with the ongoing renovation of the Clubhouse.

NOW, THEREFORE, BE IT RESOLVED BY the Brooklyn Park Economic Development Authority Board of Commissioners (the "Board") that:

1. The Board hereby (a) approves amending the Design Contract pursuant to the March 14 Agreement Letter with Anderson Engineering substantially in accordance with the terms set forth in the form thereof presented to the Board, (b) approves amending the Prime Contracts Resolution to clarify that amendments to agreements with Prime Contractors are also authorized, (c) approves such other documents necessary in connection with design, engineering and other professional services and prime contracts in connection with the Clubhouse renovation (collectively, the "Clubhouse Renovation Documents") and (d) authorizes the Executive Director to execute the Clubhouse Renovation Documents on behalf of the EDA, as long as the aggregate expenditure under such Clubhouse Renovation Documents does not exceed \$1,500,000, and to carry out, on behalf of the EDA, the EDA's obligations thereunder when all conditions precedent thereto have been satisfied.
2. The approval hereby given to the Clubhouse Renovation Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the EDA and by the Executive Director prior to their execution; and the Executive Director is hereby authorized to approve said changes on behalf of the EDA. The execution of any instrument by the Executive Director of the EDA herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the Executive Director, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of legal counsel to the EDA, may act in her behalf.
3. The authority to approve, execute and deliver future amendments to the Clubhouse Renovation Documents is hereby delegated to the Executive Director, subject to the following conditions: (a) such amendments or consents do not materially adversely affect the interests of the EDA; (b) such amendments or consents do not contravene or violate any policy of the EDA, the City or applicable provision of law, (c) such amendments or consents are acceptable in form and substance to the counsel retained by the EDA to review such amendments, and (d) the aggregate expenditure under the Clubhouse Renovation Documents as amended by such amendments or consents does not exceed \$1,500,000. The authorization hereby given shall be further construed as authorization for the execution and delivery of such certificates and related items as may be required to demonstrate compliance with the agreements being amended and the terms of this Resolution. The execution of any instrument by the Executive Director shall be conclusive evidence of the approval of such instruments in accordance with the

terms hereof. In the absence of the Executive Director any instrument authorized by this paragraph to be executed and delivered may be executed by the officer of the EDA authorized to act in his or her place and stead.

4. The Prime Contracts Resolution is amended but not superseded by this resolution.



Anderson Engineering of Minnesota, LLC

13605 1st Avenue N., Suite 100 • Plymouth, MN 55441 • Tel: 763.412.4000 • Fax: 763.412.4090 • www.ae-mn.com

March 28, 2019 REV

Edinburgh USA Additional Fee Services Performed and Requested
 City of Brooklyn Park
 5600 85th Ave. North
 Brooklyn Park MN 55443

RE: **Edinburgh additional Services on Restaurant, Banquet, and Lobby/hall Remodel.
 Design Services Fee for Second Floor, Patio, and Outdoor Ceremony.**

We are providing you the following proposal, to explain the additional services we have performed on the Restaurant, Banquet and Lobby/hallway phased projects at the existing Edinburgh Golf Clubhouse located at 8700 Edinbrook Crossing in Brooklyn Park MN between December 2018 and March 2019.

The following list includes work performed that is in addition to our approved Scope and Fee letter dated 12-4-18:

Restaurant Structural redesign work and Fee as follows:

- Structural Design Rev #1: omit CMU Pier, raise openings, new columns and beams \$3100.00
- Structural Design Rev #2: reuse CMU pier and all beams, add new column \$1900.00

Additional Interior Colored Rendering (restaurant/bar) Fee as follows:

- Add rendering of Bar/restaurant per Richard D'Amico (by Joel Anderson) \$1200.00

Restaurant Architectural redesign work and Fee as follows:

- Redesign and re-draw of Bar plan/elevations/ceiling/details, coordination of Structural Engineering and bar equipment design \$2500.00

Lobby and public hallway additional revision work as follows:

- Redesign of coat room, two redesigns of greeter/host area/cash machine, lighting revisions (2), add 4 offices \$950.00

Second Floor Remodeling:

Includes approx. 8500 SF on the second floor. Work includes creating a separate Bride and Groom's room using the Gleneagles rooms and adding a new wall partition, ceiling, wall and floor finishes, new electrical, and new furniture/fixtures. The Turnberry meeting room to receive new wall finishes, chairs, console, and AV upgrades. Highland Ballroom to receive new lighting and wall finishes. Hallway to receive new floor and wall finishes. Kitchen to be reconfigured at entry doors, and expand into adjacent storage rooms, and new finishes as required. Restrooms to receive minimal finish upgrades. Balcony to receive new patio furniture and urns.

- Architectural and interior design Fees \$15,290.00

Exterior Patio and Ceremonial Phase

Exterior design services include incorporation of the scope of work and design provided by Richard D'Amico into Construction Documents for construction and permit. The scope includes:

- Work at the Bar Patio includes new paver infill/addition, one additional new gas fire pit (for two total, both to be natural gas in lieu of propane), new lounge furniture area, new planters and four pergolas to the Bar patio. Work includes removal of the existing exterior drink pavilion and existing pergolas. Add three pre-manufactured pergola structures to North patio and two pre-manufactured pergola structures at west patio. Work includes design of one counter height wall enclosure for new grill area per D'Amico

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direction.

- Work for the new Wedding Ceremony includes a site plan showing removal of one existing asphalt cart path, a new concrete platform at the Ceremony pergola, and suggested grass, planting bed and new tree areas. Scope does not include field verification of existing site. A fee for an optional site survey is also included. Limited scope of work is included for the Ceremonial area. No landscape Architectural Fee is included.

Site Survey Fee	Not Included
Architectural Fee	\$7900.00

Design

- Provide REVIT drawings of only the areas being remodeled as listed above. REVIT drawings will be created using Owner provided 1987, 1990, and 1999 existing building construction drawings. We will field verify overall dimensions in the Highlands room. Drawings will be noted for "GC to field verify all existing dimensions prior to and during construction". If additional field verification is required, we will provide this service as an additional fee.

- Design will be based on D'Amico and Partners design and finish material direction.

- One Construction Document package will be provided for Second Floor Work and one for exterior Bar Patio and Ceremony as listed above.

- We will review floor plan layout and interior finish options with D'Amico and Partners and provide **one** revision to our drawings based on the review comments.

- Two meetings with you/D'Amico and Partners to review floor plan, seating layout, lighting, finishes and finish locations.

- Limited Building Code review.

- Two site visits (2 people) to gather information and photograph existing conditions.

Construction Documents

1. Construction documents to include floor plans, reflected ceiling plans (includes decorative light fixture locations), finish plans, wall partition types, interior finish schedule, seating plan and schedule.
2. Coordination with your contracted kitchen designer and mechanical/electrical contractors regarding equipment, electrical, and mechanical related issues.
3. Coordination with building officials regarding specific building code issues.
4. Submission and review of construction documents with Health Department if required.
5. Preparation of architectural and interior fixture/furnishing documents for bidding and construction.

This is to include:

- a. Demolition Plan and notes
 - b. Architectural floor plan showing walls, windows, doors, fixtures, etc.
 - c. Reflected ceiling plan showing ceiling finish materials and lighting
 - d. Interior finish plans and schedules
 - e. Seating plan and schedule
6. Submission of the construction documents to TBD Builders.

Construction Administration

1. Review shop drawings and interior finish submissions for design intent.
2. Provide 2 site visits during construction to verify construction is in compliance with the design intent of the provided construction documents.
3. Provide one final construction review and one project punch list.

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Date: March 28, 2019

Clarifications/Assumptions

1. Kitchen plans, equipment design and specifications (existing and new) will be by others (your design/build Food Service Consultant). Mechanical, electrical, and plumbing design services will be by others (your design/build contractor) and are not included in this proposal. If you require food service, and/or mechanical/electrical engineering services, we can provide these services through our consultants at an additional fee or make recommendations to you.
2. Mechanical, electrical, and plumbing work related to the project will be by Owner's design/build contractor and are not included in this proposal.
3. No new Structural engineering services are included in this proposal.
4. All work associated with the equipment related to the kitchen and food preparation areas will be by your food service designer and is not included in this proposal. We will coordinate locations of equipment relative to clearances and architectural conditions.
5. Procurement, coordination, and installation of all furnishings, fixtures, and kitchen equipment are not included in this proposal.
6. One separate set of construction documents will be issued for construction.
7. Presentation and Finish boards are not included in this proposal but can be provided for an additional fee.
8. City and/or Health Department approvals that require additional meetings and documents are not included in our scope of services but will be provided, if necessary, on an hourly basis.
9. We recommend that you carry a 10% contingency (based on the construction budget) for potential adjustments or unforeseen conditions related to potential construction cost changes.
10. As-built floor plans are not included in this proposal but can be provided for an additional fee.

Fee Notes

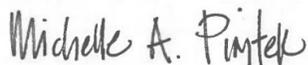
All fees listed above do not include normal reimbursable expenses. Reimbursable expenses for such things as mileage, reproduction, etc., will be billed at 1.5 times our direct costs.

If Designer (D'Amico) directed changes increase or decrease the overall scope of work greater than 10%, we reserve the right to adjust our fees. We also reserve the right to adjust our fees if the Owner or D'Amico and Partners requests re-design or re-draw of any area of the project after the Owner's/D'Amico and Partners approval.

Sincerely,

Anderson Engineering of MN, LLC.

Accepted on this ____ day of _____, 2019



Michelle Piontek, AIA

Kim Berggren, EDA Executive Director

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