

7.31.2020

Jeff Thomson
Community Development Director
Michael Martin
Assistant Community Development Director

City of Maplewood, Minnesota
1902 County Road B East
Maplewood, Minnesota 55109

Re: Ponds of Battle Creek Redevelopment Plan – Proposed Scope of Work

Dear Mr. Thomson and Mr. Martin:

Thank you for inviting Perkins and Will to submit a scope of services for redevelopment plans for two related but separate sites in southern Maplewood. Below is a description of our understanding of the project, which is followed by our proposed scope of services to prepare the plans.

PROJECT UNDERSTANDING

The first of the two sites is the 95-acre Ponds at Battle Creek Golf Course located near the intersection of Century Avenue and Lower Afton Road. The second site is a 77-acre undeveloped parcel located approximately ½-mile north of the Ponds at Battle Creek and adjacent to the Ramsey County Correctional Facility.

Both sites are owned by Ramsey County. However, the County will cease operations of the Ponds at Battle Creek Golf Course by the end of 2020. Although neither property is currently for-sale, the County is considering various options for disposing of the properties.

Due to their size, development of either site will have a significant impact on the immediate neighborhood and potentially the entire city. Therefore, the City of Maplewood is interested in working with the County to best guide any future development, should it occur, so that it is consistent with the City's comprehensive plan and is vetted by the property's neighbors.

Currently, the Ponds at Battle Creek site is guided, according to the comprehensive plan, as park or open space. Meanwhile the northern undeveloped site is guided for institutional use. In both cases, these planned land uses are based on Ramsey County continuing to own the sites and maintain their current uses indefinitely. Assuming that the planned land uses for these sites will likely change as part of this planning process, it is anticipated that one or both of the redevelopment plans would ultimately be adopted by the City of Maplewood as amendments to its comprehensive plan.

The City of Maplewood not only sees this planning effort as an opportunity to provide a more realistic vision for these two sites should a new owner desire to change their land use, but it would also give Ramsey County, as the current owner, more certainty in how the City of Maplewood and other stakeholders view the future of these sites should the County decide to sell either or both sites.

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SCOPE OF SERVICES

The following scope of services reflects the steps needed to guide the City through a participatory process that will assure that the future use of either subject property evolves in a manner that reflects both the needs of stakeholders but also the long-range vision for the entire City. This scope reflects a process that primarily focuses on engaging community stakeholders on what would be an acceptable vision for the future land use of either property.

PHASE 1: Analysis and Visioning

The purpose of Phase 1 is to assess existing conditions, identify concerns, issues, opportunities and constraints, and establish a vision for each property.

Task 1.1 City and County Staff Meeting #1 – Project Kick-Off: The project team will kick off the process by meeting with key City staff members and other key stakeholders to:

- Discuss project goals and objectives
- Collect base information
- Refine the work program for the study and resolve any questions regarding contract interpretation
- Review roles and responsibilities and expectations
- Establish effective lines and means of communication
- Establish a firm schedule and basis for all participants to work together to create a successful project
- Refine a public participation and communications plan (see below regarding note about engagement during COVID-19)

Task 1.2 Existing Conditions Analysis: A basic inventory of existing elements pertinent to each subject site will be prepared. This inventory will augment base information that has already been documented by the City of Maplewood.

In particular, Perkins and Will will work with appropriate departments within the City of Maplewood to document the existing infrastructure serving each site including sanitary sewer, water main, storm sewer, private utilities, and roadways in order to identify deficiencies and define upgrades necessary to adequately serve possible future redevelopment/development on the site. The Perkins and Will team will also look to explore the potential opportunities for stormwater management alternatives on-site to support future redevelopment efforts.

The primary purpose of the existing conditions analysis will be to identify the unique components that will define design parameters and shape the generation of design alternatives. In addition to the above elements critical for determining development constraints and depending on the availability of data, the inventory and analysis may include land use and zoning districts, trails, transit access, sidewalks, surrounding development, and generalized market dynamics.

Task 1.3 Community/Stakeholder Meeting #1 - Visioning Workshop: Perkins and Will will facilitate a workshop to provide a forum to involve interested stakeholders in a meaningful dialogue focusing on the future of both sites. Potential stakeholders will be defined during Task 1.1. Perkins and Will will work with the City of Maplewood to coordinate the recruitment of participants. The workshop is proposed to include the following agenda items:

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- Introduction of the participants, overview of the planning process and background information
- Review of existing conditions analysis
- Visioning exercise to help define goals and objectives of the redevelopment plans
- Local views on specific issues and objectives, opportunities, and threats will be identified

Public Engagement During COVID-19:

Our recommendation is that, if at all possible, we would rely on engagement strategies that are virtual (e.g., Microsoft Teams meetings, Business Skype meetings, or another platform the City is comfortable using) and then integrate, as possible, other techniques to reach those for whom the digital divide is too great (e.g., using cable access, direct mail, phone hotline, etc.). These other non-virtual techniques, however, would likely require the City to lead the effort.

If in-person meetings are considered a necessity, we would follow the current recommended guidelines set by MDH and the CDC (e.g., wearing masks, checking temps upon building entry, staying 6 ft apart, maxing the number of people in a meeting room at the same time, etc.). Because guidelines regarding social distancing during COVID-19 often change, we would recommend working closely with the City of Maplewood at the outset of the planning process to map out a community and stakeholder engagement plan that takes into consideration current MDH and CDC guidelines and the appropriate strategy(s) that align with those guidelines. This could include, for example, a mixture of virtual and in-person engagement.

Regardless of any agreed upon engagement strategy, we would treat the safety and well-being of the public, City staff, and the consultant team as the highest priority.

PHASE 2: Development of Site Concept Plan

The purpose of Phase 2 is to prepare and test up to two alternative site plan concepts for the potential development of each subject site. These concepts will provide the framework upon which redevelopment plans will be created.

Task 2.1 Draft Site Plan Concepts: Conceptual site plan alternatives will be prepared for each site that illustrate the intent of the design principles and address the project issues, goals and objectives. From Phase 1, we will integrate input from Tasks 1.2 and 1.3 into the site concepts in a manner that will maximize the potential for market synergy and to reinforce the urban design objectives. Considerations in completing the alternatives will include:

- Density and scale within the historic setting
- Traffic circulation and parking
- Pedestrian friendly orientation and circulation
- Right-of-way enhancements
- Streetscape/ visual character
- Architectural characteristics that either enhance surrounding environment, or create a distinct character for each site
- Potential sustainable design principles that could be incorporated into development standards for each subject site.

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- On-site stormwater management techniques

Task 2.2 City and County Staff Meeting #2 - Review Concept Plans: The purpose of the meeting will be to review draft concept plans for each site, discuss the implications of the plans, and determine whether necessary refinement will be needed prior to stakeholder input.

Task 2.3 Planning Commission and/or City Council Workshop: The purpose of the workshop will be to update City leaders on the progress of the planning effort and to solicit input from them on the alternative draft concepts.

Task 2.4 Community/Stakeholder Meeting #2 - Design Workshop: Perkins and Will will facilitate a design workshop/charrette with stakeholders. The intent of the workshop is to provide an informal setting to review alternatives for land uses and development of the Ponds at Battle Creek site. We will also define with the workshop participants existing issues and opportunities associated with various potential development scenarios. The agenda may include the following items:

- Summary of findings to date
- A summary of Urban Design Principles and examples
- Presentation of alternative site concepts: small group discussions of alternatives
- Wrap-up summary: small group representatives report summary of discussion to large group

Task 2.5 City and County Staff Meeting #3 - Review Stakeholder Input: The purpose of the meeting will be to review stakeholder input and discuss necessary refinement prior to refinement of the concept plans.

Task 2.6 Prepare Preferred Concept Plan: Based on outcomes of the workshops with stakeholders and city leaders, Perkins and Will will refine preferred elements of the alternatives into a unified concept plan for the site. The preferred concept plans will be flexible enough to respond to market and site conditions and changes in preferences that may occur over time, but at the same time will provide specific guidelines that will shape the character of any future development and be appropriate for adoption as an amendment to the comprehensive plan.

Task 2.7 City and County Staff Meeting #4 - Review Revised Plan: The purpose of the meeting will be to review the refined concept plans and discuss any necessary changes prior to final community input.

Task 2.8 Community/Stakeholder Meeting #3 – Open House: Perkins and Will will facilitate an open house to present the preferred concept plan for each subject site and to solicit any additional comments and input on the plan.

PHASE 3: Implementation

The purpose of Phase 3 will be to finalize the redevelopment plans and prepare documentation in support of plan adoption and subsequent implementation.

Task 3.1 Draft Redevelopment Plan Documentation: Perkins and Will will prepare a plan document that summarizes the planning process, the preferred concept plan for each site, and key actions needed to implement each site's plan.

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Task 3.2 Finalize Plan Document: Perkins and Will will integrate comments from City and County staff into the final plan document.

See following pages for detailed breakdown of our proposed project fees and project schedule.

Sincerely,

Jay Demma
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Budget Breakdown: Ponds at Battle Creek Redevelopment Plan

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Task		Project Manager	PIC/UD Lead	Project Support	TOTAL
		Demma	Slack	TBD	
		\$ 175	\$ 195	\$ 115	
Phase 1: Analysis and Visioning		22	12	54	88
Task 1.1	City and County Staff Meeting #1 - Project Kickoff	2	2	2	6
Task 1.2	Existing Conditions Analysis for each Subject Property	12	6	40	58
Task 1.3	Community/Stakeholder Meeting #1 - Visioning Workshop	8	4	12	24
Phase 1 Fee Total		\$ 3,850	\$ 2,340	\$ 6,210	\$ 12,400
Phase 2: Concept Development		50	52	146	248
Task 2.1	Draft Site Plan Concepts for each Subject Property	16	24	80	120
Task 2.2	City and County Staff Meeting #2 - Review Concept Plans	2	2	2	6
Task 2.3	Planning Commission and/or City Council Workshop	2	2		4
Task 2.4	Communnity/Stakeholder Meeting #2 - Design Workshop	12	4	12	28
Task 2.5	City and County Staff Meeting #3 - Review Stakeholder Input	2	2	2	6
Task 2.6	Prepare Preferred Concept Plan for each Subject Property	8	12	36	56
Task 2.7	City and County Staff Meeting #4 - Review Revised Plan	2	2	2	6
Task 2.8	Communnity/Stakeholder Meeting #3 - Open House	6	4	12	22
Phase 2 Fee Total		\$ 8,750	\$ 10,140	\$ 16,790	\$ 35,680
Task 3: Implementation		26	4	48	78
Task 3.1	Redevelopment Plan Document Preparation	18	2	40	60
Task 3.2	Finalize Plan Document	8	2	8	18
Phase 3 Fee Total		\$ 4,550	\$ 780	\$ 5,520	\$ 10,850
Total Labor Hours		98	68	248	414
Total Labor Fee		\$ 17,150	\$ 13,260	\$ 28,520	\$ 58,930
Direct Costs/Reimbursables					
	Printing (assumes in-person Stakeholder meetings)	\$850			\$ 850
	Mileage (10 trips @ 25 miles/trip x \$0.575/mi)	\$150			\$ 150
					\$ 1,000
Total Cost					\$ 59,930

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Proposed Schedule: Ponds at Battle Creek Redevelopment Plan

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	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7
PHASE 1 ANALYSIS AND VISIONING							
Task 1.1 City and County Staff Meeting #1 - Project Kickoff	█						
Task 1.2 Existing Conditions Analysis for each Subject Property	█	█					
Task 1.3 Community/Stakeholder Meeting #1 - Visioning Workshop		█					
PHASE 2 CONCEPT DEVELOPMENT							
Task 2.1 Draft Site Concept Plans for each Subject Property		█	█				
Task 2.2 City and County Staff Meeting #2 - Review Concept Plans			█	█			
Task 2.3 Planning Commission and/or City Council Workshop				█			
Task 2.4 Community/Stakeholder Meeting #2 - Design Workshop				█	█		
Task 2.5 City and County Staff Meeting #3 - Review Stakeholder Input				█	█		
Task 2.6 Prepare Preferred Concept Plan for each Subject Property				█	█	█	
Task 2.7 City and County Staff Meeting #4 - Review Revised Plan					█	█	
Task 2.8 Community/Stakeholder Meeting #3 - Open House					█	█	
PHASE 3 IMPLEMENTATION							
Task 3.1 Redevelopment Plan Document Preparation						█	
Task 3.2 Finalize Plan Document						█	█