

**Roseville Parks and Recreation
Commission Meeting
January 3, 2017
6:30 P.M.
Roseville City Hall
2660 Civic Center Drive**

AGENDA

- 1. Introductions**
- 2. Public Comment Invited**
- 3. Approval of Minutes of December 6, 2016**
- 4. Program Review – Park Maintenance and Development**
- 5. Cedarholm Golf Course Clubhouse Replacement Update**
- 6. Staff Report**
- 7. Other**
- 8. Adjournment**

**Roseville Parks and Recreation
“Building Community through People, Parks and Programs”
www.cityofroseville.com**

Be a part of the picture... get involved with your City... Volunteer.
For more information, contact Kelly at kelly.obrien@cityofroseville.com or 651-792-7028.
or check our website at www.cityofroseville.com
Volunteering, a Great Way to Get Involved!

To: Parks and Recreation Commission
From: Lonnie Brokke
Date: December 28, 2016
Re: Notes for Commission Meeting on January 3, 2017

1. **Introductions**

2. **Public Comment Invited**

3. **Approval of Minutes of the December 6, 2016 Meeting**

Enclosed is a copy of the minutes of December 6, 2016. Please be prepared to approve/amend.

Requested Commission Action: Approve/amend meeting minutes of December 6, 2016.

4. **Program Review – Park Maintenance and Development**

As possible, throughout the year and seasons, we are planning to have various staff members attend your meeting to discuss what is going on in their particular area and gather your thoughts and feedback.

This month, newly appointed Park Superintendent Jim Taylor will be at the meeting to introduce himself and provide a general update of what is going on in his area. **Requested Commission Action:** Review, update, provide feedback.

5. **Cedarholm Golf Course Clubhouse Replacement Process**

At your November meeting you reviewed and provide input on a draft scope of work to engage design services for replacing the golf course clubhouse as well as consideration of the entire site. Staff has since compiled the information into a final scope that is included in your packet.

As discussed and planned, since the City had relatively recently went through a rigorous Best Value consultant selection process for the Renewal Program we have reached out for a proposal from Park Building Architects Hagen, Christensen and McIlwain. The Clubhouse Renewal Proposal that was sent to them as well as their Response Proposal is included in your packet. If all appears to be in the right direction from your perspective, it is anticipated that it will be brought to the City Council for their action on January 9th, 2017. A brief overview and status update will be provided at your meeting. Please be prepared to provide any feedback and consider a recommendation.

This topic will be a regular agenda item each month in order to keep the full Commission updated, allow for continued community input and to gather your advice. Commission Stoner and Gelbach will continue to be involved as representatives of the Commission.

Requested Commission Action: Review, update, provide feedback and consider recommendation.

6. **Staff Report** – A summary of any current topics will be provided.

7. **Other**

8. **Adjournment**

ROSEVILLE PARKS AND RECREATION COMMISSION
DRAFT MEETING MINUTES FOR
December 6, 2016

6:30pm

PRESENT: Diedrick, Gelbach, Heikkila, Newby, O'Brien, Stoner
ABSENT: Becker-Finn, Bole, Warzecha notified staff they were not able to attend meeting
STAFF: Brokke, Anfang, Kevin Elm

1. INTRODUCTIONS

2. ROLL CALL/PUBLIC COMMENT

No public in attendance comment.

3. APPROVAL OF MINUTES – November 1, 2016 MEETING

November 1st minutes approved unanimously.

4. PROGRAM REVIEW – ROSEVILLE SKATING CENTER

Brokke introduced Kevin to the Commission. Kevin has been on staff since the OVAL opened in 1993 where he worked part-time as a skate guard.

Kevin Elm moved into the Skating Center Superintendent position in April following Brad Tullberg's departure to take a position in Brooklyn Park. Since that time, Kevin has worked through challenges & opportunities including;

- The Arena being closed unexpectedly for 6 weeks this summer due to the ice floor heaving. While this unplanned closing was unfortunate it did allow staff to perform additional maintenance in the building while repairs were being completed.
- Filling the open Skating Center facility manager position internally by hiring program supervisor Matt Johnson.
- Kevin & Matt working hard to upgrade management technology at the Skating Center. Part-time staff are now using an online tool, When I Work, to fill open shifts, find subs & complete work schedules and have implemented the Square point of sale system giving staff the potential to process credit card transactions throughout the Skating Center facility. The Square technology also provides inventory tools as well as enhanced financial tracking & receipt processing.
 - Commissioners recognized the expanded business benefits & improved efficiencies made possible by Square.
- Scheduling a Wild Hockey viewing party for mid-January.

5. CEDARHOLM GOLF COURSE CLUBHOUSE REPLACEMENT PROCESS

Anfang updated the Commission on the current status of the Cedarholm Clubhouse Replacement process.

- Recently we forwarded a request for proposal to the design firm we worked with for the development of the park buildings as part of the recent renewal program. Because of the timeliness of this possible next project and the rigorous nature of the Best Value consultant process we felt this avenue was effective & efficient.
 - Commissioner Gelbach added his support for this reasoning & informed the Commission that he was involved in the process of soliciting a future proposal.
- The timeline is: Proposal due December 12, proposal details shared with Commission on January 3 with potential recommendation made to the Council on January 9.

6. 2017 DRAFT MEETING CALENDAR

Newby reviewed the proposed changes to the 2017 Parks & Recreation Commission meeting schedule:

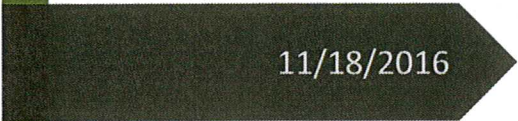
- Potential additional meeting in June for the joint Commission/Council meeting (potential dates include June 12 or 19 based on Council schedule)
- Alternate date in August to accommodate annual Nite to Unite events (suggested date is Thursday, August 3)
- Alternate date in November due to elections (suggested date is Thursday, November 2)

7. STAFF REPORT

- Deer Reduction Program:
 - Council approved the agreement with the Department of Agriculture to reduce the deer population in Roseville.
 - Staff met with all involved parties and worked with agencies from the County, State & National level to complete the necessary application.
 - Staff will bring dates to the January Commission meeting for when events will take place at Ladyslipper Park, Owasso Hills Park & Central Park (Nature Center area & compost site)
 - Deer will be baited & monitored to determine the best time for removal.
 - Target number for initial reduction is 20 deer.
 - Meat from the removed deer will be processed & provided to needy families, with a focus on those living in the City of Roseville
 - Cost for the program is \$6,700. This is based on time required & is a cost recovery program, not a money maker, this is a not to exceed figure.
 - Staff will work with Communications team to use a variety of communication tools to inform neighbors as well as the community as a whole.
- Park Dedication Update:
 - Council approved the Commission recommendation of increasing the Park Dedication fees to \$4000 per individual unit and 10% FMV on commercial development.
- Budget Approved:
 - Council approved the budget on December 5. The 2017 budget is very similar to the 2016 budget with the exception of additional funding to support a recreation outreach program in Southeast Roseville.
- Parks Superintendent Position:
 - Jim Taylor started November 14. He will be attending an upcoming Commission meeting to introduce himself.
- Commission Appointments:
 - Terry Newby has been reappointed for another term on the Parks & Recreation Commission.
 - Two additional seats will be appointed by the Council in March.
- Upcoming Natural Resource Events:
 - December 17 – Dragging & stacking Buckthorn @ Oasis Park
 - January 16 – Native & Bee Friendly Landscaping presentation @ Autumn Grove Park
 - February 18 – Dragging & stacking Buckthorn @ Howard Johnson Park
 - March 18 – Dragging & stacking Buckthorn @ Materion Park
 - April 15 – Planting Oak trees @ Langton Lake Park
 - May 20 – Lexington Avenue Boulevard Planting

Meeting adjourned at 7:45 pm

Respectfully Submitted,
Jill Anfang, Assistant Director

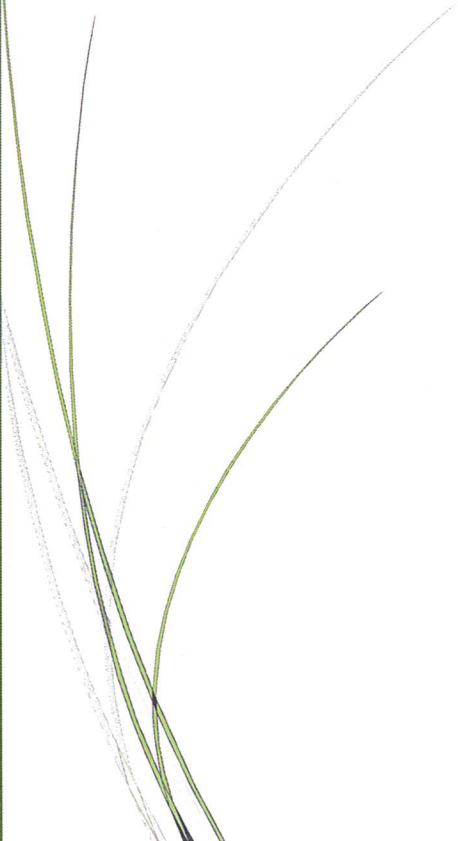


11/18/2016



Clubhouse Renewal Proposal

Cedarholm Golf Course Clubhouse Design,
Cost Estimates & Community Engagement



PREPARED BY: PARKS & RECREATION STAFF

INTRODUCTION

The City of Roseville request a proposal for concept/schematic design options, site assessment, cost estimation and community engagement facilitation services for the development of clubhouse/community space at the Cedarholm Golf Course (2323 North Hamline Avenue, Roseville) and adjacent infrastructure.

While working toward replacing the Cedarholm Golf Course Clubhouse, Roseville has recently completed a Resident Advisory Team process which included a Council adopted final report. This report provides valuable information that must be considered as part of the next step of creating design and function. It is important that the Resident Advisory Team, Parks and Recreation Commission, Community at-large and staff be involved in the development of design, layout and function.

This proposal shall provide:

- Preferred/suggested process.
- 'Not to exceed' cost estimates to develop schematic/concept designs and budget estimates to construct.
- 'Not to exceed' cost estimates to develop construction plans/specifications and construction administration for the final project.

SCOPE OF SERVICES

1. Analysis

- Review and consider Resident Advisory Team work. Consider all aspects and recommendations.

2. Program Development

- Work with staff and others to understand needs, layouts and functions including, current users, space demands and gaps in service.
- Engage community in creating a planned approach.
 - Work with Parks and Recreation Commission, Resident Advisory Team, Historical Society and others on design, function and requirements (engagement may be incorporated into public meetings of the Parks and Recreation Commission).
- Consider/identify energy efficiencies and long term maintenance.

3. Schematic/Concept Design

- Consider site area and adjacent infrastructure (see area map) including:
 - Clubhouse
 - Maintenance Garage
 - Entry
 - Parking Lot
 - Practice Green
- Prepare site layout options and potential phased approach
- Prepare schematic and concept designs for the clubhouse replacement for the preferred layout
- Prepare schematic and concept designs for the adjacent site infrastructure for the preferred layout.
- Prepared information will be done with the understanding that it will move toward final construction plans and specifications.

4. Cost Estimate

- Prepare cost estimates for the clubhouse replacement.
- Prepare cost estimate for construction documents.
- Prepare cost estimates for construction administration.
- Prepare cost estimate for adjacent site infrastructure.
- Present preferred process and deliverables at “not to exceed costs”.

5. Meetings

- Attend, facilitate and provide presentations as agreed:
 - Community Listening Sessions – up to five 3 hour meetings.
 - Community at-large, Advisory Team, Parks and Recreation Commission, others.
 - May be held in conjunction with monthly Parks and Recreation Commission meeting.
 - Design Presentations – two meetings.
 - Parks and Recreation Commission – one meeting/presentation up to 2 hours.
 - City Council – one meeting/presentation up to 1 hour.

6. Final Deliverable(s)

- Final Report to include:
 - Site layout and phased approach (if needed).
 - Concept/schematic design for clubhouse building replacement that is ready to move to construction documents.
 - Consideration for concept/schematic design and layout for adjacent site.
 - Budget estimates for:
 - Clubhouse and adjacent site as defined.
 - Construction documents and construction administration.
- Present information to the Parks and Recreation Commission and City Council.

TIMELINE

The City looks to secure:

- Schematic/concept designs for a rebuilt Clubhouse.
- Budget estimates to construct a replacement Clubhouse.
- Budget estimates for construction documents.
- Budget estimates for construction administration.
- Budget estimates for schematic/concept designs to renew adjacent infrastructure.

Time frame for this work will be created in agreement with the Design Team and Parks and Recreation Staff for construction beginning late summer/early fall 2017.

Specific community/staff meetings and presentation dates will be coordinated and scheduled with the selected consultant/design firm.

SUBMITTAL REQUIREMENTS

Proposal deadline is 4:00pm on Monday, December 12, 2016. Staff intend to present recommendation to Council on January 9, 2017.

- Please submit one (1) electronic proposal.
- Proposal is to be submitted to:
 - Jill Anfang, Assistant Parks and Recreation Director
City of Roseville
2660 Civic Center Drive, Roseville, MN 55113
651-792-7102 / jill.anfang@cityofroseville.com
- Proposal must provide the following:
 - Contact Person with telephone number and email.
 - Provide background experience in design and construction of municipal golf course facilities.
 - Provide a brief statement on what distinguishes your firm from others, as related to this project.
 - Provide an overview of firm's understanding and approach to the project.
 - List and describe your scope of services by bullet point.
 - Identify consultants/design team proposed to work on the project and services provided.
 - Describe professional fees, basic services and deliverables for the proposed project scope.
 - The proposed fees for services should be a 'not to exceed' amount which clearly indicates the hourly rate for each consultant/design team member.
 - The proposed fees should also clearly identify reimbursable expenses that are anticipated for the project.

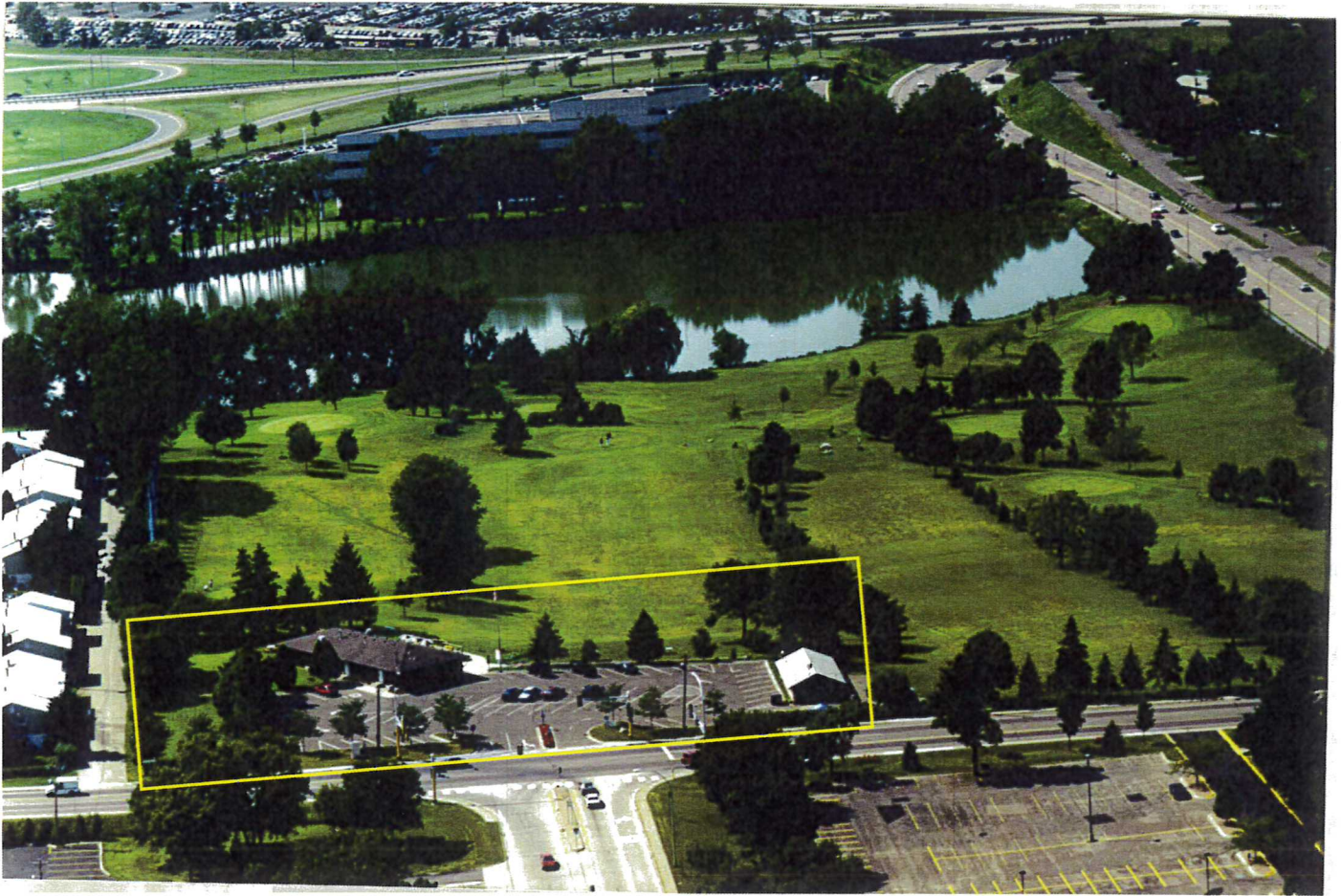
ADDITIONAL INFORMATION

The City of Roseville will not be liable for any expenses incurred by the Consultant in preparing or submitting the proposal.

The selected consultant will enter into a standard AIA contract (as modified by the City) with the City of Roseville.

ATTACHEMENTS

- Site Map
- 2016 Cedarholm Clubhouse Replacement Resident Advisory Team Final Report (without appendices)



Highlighted area indicates referenced Clubhouse site and adjacent infrastructure.



9/7/2016

Cedarholm Clubhouse Replacement

Advisory Team Final Report



Clubhouse deck looking to the east



Clubhouse entrance from the parking lot



Clubhouse grill/concession Seating



Clubhouse banquet/rental space



Cedarholm maintenance support area



Cedarholm Golf Course exit



Cedarholm maintenance facility & storage



Cedarholm maintenance facility & storage

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 - Meeting #4: Function and Uses
 - Meeting #5: Funding Options
 - Meeting #6: Findings Discussion and Report Development
 - Meeting #7: Sub-Committee Meeting to Review Preliminary Draft
 - Meeting #8: Draft Report Review
 - Meeting #9: Report Presentation and Community Input

Executive Summary

Recommendations

- 1. Replace the Clubhouse**
 - A. Contract Professional Design Services
 - Design Facility for Year-Round, Multi-Faceted Use
 - Utilize Preliminary Work of the Replacement Advisory Team
 - Plan Site for Golf Course Supporting Infrastructure
 - B. Implement a Construction Calendar with Minimal Impact to Golf Operations
- 2. Use Identified Funding Options**
 - A. Maximize Use of Current Funding
 - B. Consider All Funding Options
 - C. Pursue Partnerships and Collaborations
- 3. Plan for Supporting Infrastructure**
 - A. Replace or Improve Maintenance/Storage Facility
- 4. Reconsider the Status of the Golf Course as an Enterprise Fund**

Appendix

Background

Roseville Cedarholm Golf Course (Cedarholm) is a component of the Roseville Parks and Recreation system and a longstanding, highly valued community amenity. The following qualities have made Cedarholm a metropolitan leader in rounds played for 9-hole, par 3 courses and has contributed to its tradition of successful league play. Cedarholm is:

1. A community asset providing:
 - Lifelong fitness and recreation opportunities
 - A niche golf experience for young, older and family golfers that is local and affordable
 - A gathering place and sense of community
 - Open, green space
 - A resource for area School Districts
2. A local leader for rounds played on “like” golf courses:
 - Play peaked in the 1990s with an average of 41,000 rounds/year
 - In the 2000s, golf began to decline in play to an annual average of 33,500 rounds
 - Since 2011, Cedarholm has consistently experienced close to 25,500 rounds annually; metro-wide City/County managed 9-hole, par 3 courses average 16,500 rounds
3. Meeting a specific niche in the Twin Cities golf market by providing a:
 - Quality golf experience for youth, casual golfers and families
 - Cost effective, time efficient golf experience
 - Unique 9-hole golf experience with 18-hole golf course features (i.e. extensive landscaping, excellent customer service and riding carts)
4. Currently operating as an enterprise fund, directly responsible for generating revenues to off-set its operating and capital expenditures:
 - In earlier years (1990s to mid-2000s) Cedarholm contributed additional revenues to the Citywide general fund that was used to minimize tax dollars for expenditures outside golf operations
 - In addition, Cedarholm pays an annual administrative fee to the City general fund for insurance and financial services, as well as, depreciation to the Golf Course fund
 - Over the last decade the golf revenues have not consistently generated enough income to meet the increasing capital needs (HVAC systems, roofing, flooring, lighting, windows, and ADA requirements)

The following is a time frame and history of discussion and work completed by the Parks and Recreation Commission and City Council leading up to the formation of the Golf Course Clubhouse Advisory Team.

Due to increasing capital needs, and the fact that the clubhouse facility is becoming more functionally obsolete, the Roseville City Council and the Parks and Recreation Commission began talking about Cedarholm clubhouse needs in November 2014. The Council directed Commissioners to work with staff to review current and future operations, as well as capital needs of the Golf course and provide recommendations. During the Commission’s review of Cedarholm’s operations and infrastructure conditions, discussions centered on whether it made sense to address capital needs by repairing, renovating or replacing a 55-year-old structure to meet current needs and anticipate needs for the future.

April – June 2015

On April 7, 2015, staff presented Cedarholm Golf Course history and reviewed current golf operations with the Parks and Recreation Commission. During the following 2 months, the Commission toured the course and further discussed past and current golf operations and financials. On June 2, 2015 a 3-person Commission Task Force was established to take the lead within the Parks and Recreation Commission to gather and share information. This preliminary work established the direction for the next seventeen months as Commissioners and the community gathered information that resulted in the final Advisory Team recommendations.

June 15, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to update them on the information gathered to date. Following further discussions, the Council requested the Commission:

- Gain a better understanding of what improvements are needed at the Cedarholm Clubhouse
- Gain a better understanding of golf opportunities for Cedarholm's Clubhouse
- Identify options and cost estimates for the Clubhouse
- Meet with the Finance Commission representatives to discuss financial considerations

In the coming months, the Parks and Recreation Commission Task Force and the full Commission worked to develop options based on the review of Cedarholm Golf Course operations history, an appraisal of facility conditions, analysis of the local golf industry and Finance Commission dialog.

November 16, 2015 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission to learn their findings and discuss the options they identified for the Cedarholm Clubhouse. The Commission provided the Council with four options for replacing/improving the Cedarholm Clubhouse:

1. Rebuild to existing size & function (approximately 3,200 sq/ft with seating for 88) and explore basement options for cart and other storage
2. Rebuild to similar size of Autumn Grove Park Building (approximately 2,200 sq/ft with seating for 50) and explore basement options for cart and other storage
3. Rebuild to a smaller size that services golf check-in and snack area seating (approximately 1,575 sq/ft with seating for 32)
4. Renovate existing Clubhouse (approximately 3,200 sq/ft with seating for 88)

At this meeting the Council requested the Parks and Recreation Commission engage the community to analyze the replacement of the Cedarholm Clubhouse and maintain Community green space to serve current golf needs and future community needs. The Council directed the commission to also consider funding options for the replacement and report back with recommendations.

Following the November meeting, the Commissioners worked with staff to develop an approach for engaging the community in discussion for evaluating the clubhouse and maintaining community green space to serve current golf needs and future community needs. The recommended approach is similar to previous engagement processes used by the Parks and Recreation Commission and a process the City Council has been supportive of, i.e. Parks and Recreation System Master Plan Update, the OVAL Task Force and the Harriet Alexander Nature Center Planning Committee.

January 25, 2016 Quarterly Joint Meeting

The Roseville City Council met with the Parks and Recreation Commission where they unanimously approved the Commission's recommended community engagement process for exploring all aspects of replacing the Cedarholm Clubhouse. This process included a 23-member Resident Advisory Team and a 6-month timeline to review, analyze, discuss, engage the community and report back to the City Council with a recommendation.

Mission

To engage Roseville in discussion for the replacement of the Cedarholm Clubhouse in a well thought-out, efficient, functional way that meets the needs of the community today and for generations to come.

Purpose

The purpose of the Cedarholm Clubhouse Advisory Team was to:

- Study, analyze and guide the replacement of the Cedarholm Clubhouse
- Learn from other community golf operations and capital projects
- Gather input from community members and users that provides direction for planning and design
- Align clubhouse rebuild with a process consistent with the current Parks and Recreation System Master Plan

Advisory Team Process

Task

- Develop a better understanding of the current physical capacity and needs at the Cedarholm Clubhouse.
- Examine business, market and industry trends.
- Create a preliminary building function and use concept.
- Collect input and ideas from all corners of the community.
- Encourage and support the exploration of new revenue opportunities.
- Provide “wise counsel” on issues raised by citizens, City Council and golf course management.
 - Conduct brainstorming exercises to assist future design professionals. “No idea is a bad idea.”
 - Identify specific clubhouse replacement concerns and opportunities.
- Recommend a sustainable course of action that will have minimal impact on city taxes and stays within budget.

Deliverables

- Final Report for the Community
- Presentation of Final Report and Recommendations to the Roseville Parks and Recreation Commission on September 6, 2016
- Presentation of Final Report and Recommendations to the Roseville City Council on September 26, 2016 or October 10, 2016

Advisory Team

A volunteer group of Roseville Residents gathered to provide well-considered information and strategic advice to the Roseville Parks and Recreation Commission and City Council. The original recommended process identified a fourteen-person Advisory Team, however, due to a strong draw, all 23 interested individuals were included in the active group.

- John Bachhuber: Roseville Finance Commissioner
- Mary Cardinal: Roseville Community Member
- Herb Dickhudt: Roseville Historical Society Member
- Phil Gelbach: Roseville Parks and Recreation Commissioner
- Paul Grotehuis: Roseville Community Member
- Roger Hess: Roseville Community Member
- Greg Hoag: Roseville Community Member
- Dave Holt: Advisory Team Facilitator
- Michelle Kruzel: Roseville Community Member
- Dick Laliberte: Senior Golf League Representative
- Lisa Laliberte: Roseville City Council Member
- Dena Modica: Roseville Community Member
- Bjorn Olson: Roseville Community Member
- Mary Olson: Roseville Community Member
- Rynetta Renford: Roseville History Society President
- Nancy Robbins: Roseville Community Member
- Eileen Stanley: Roseville Community Member
- Kyle Steve: Roseville Community Member
- Jerry Stoner: Roseville Parks and Recreation Commissioner
- Benno Sydow: Roseville Community Member
- Matthew Vierling: Roseville Community Member
- Janice Walsh: Roseville Community Member
- Kerrik Wessel: Roseville Community Member

Supporting Staff

- Steve Anderson: Cedarholm Golf Operations Clubhouse Manager and Program Supervisor
- Jill Anfang: Roseville Parks and Recreation Assistant Director
- Lonnie Brokke: Roseville Parks and Recreation Director
- Jeff Evenson: Parks Superintendent
- Sean McDonagh: Golf Operations Superintendent

Community Input

The Advisory Team used a number of avenues for receiving and sharing information with the community:

- Advisory Team Members were encouraged to solicit input from the broader community
- City of Roseville Website
 - Speak Up Roseville
- Council and Parks and Recreation Commission Updates
- Parks and Recreation Brochure
- Nextdoor.com
- City of Roseville News Release
 - Roseville Review Article

Approach and Meeting Schedule

The Advisory Team met on nine, publicly noticed occasions. Most meetings were held at the Cedarholm Clubhouse. Three meetings were relocated to other community facilities due to scheduled Golf Course functions.

- The Advisory Team met with local golf industry professionals, participated in group exercises that encouraged creative, forward thinking and openly discussed needs, options and possibilities.
- The meeting schedule followed a progression of golf operation themes to facilitate round-table discussions and formulate recommendations.
 - **Meeting #1: March 17:** Cedarholm Golf Course and Clubhouse Background Information and History
 - **Meeting #2: April 28:** Local Golf Industry Professionals Panel
 - **Meeting #3: May 12:** Partnerships and Other Users: Current and Potential
 - **Meeting #4: May 19:** Function and Uses: Current and Potential
 - **Meeting #5: June 9:** Funding Options (meeting @ Autumn Grove Park Building)
 - **Meeting #6: July 14:** Findings Discussion and Report Development (meeting @ Nature Center)
 - **Meeting #7: August 1:** Sub-Committee Meeting to Review Preliminary Draft
Paul Grotehuis, Greg Hoag, Dave Holt, Rynetta Renford, Eileen Stanley
 - **Meeting #8: August 11:** Draft Report Review
 - **Meeting #9: August 16:** Report Review and Public Presentation (meeting @ Lexington Park Building)

Meeting Descriptions

1. Cedarholm Golf Course and Clubhouse Background Information and History (March 17, 2016)

Introduction to an established community process to review operations and facility conditions and explore recommendations for the Cedarholm Clubhouse.

2. Local Golf Industry Professionals Panel (April 28, 2016)

This meeting brought together three local industry professionals to share their experiences and outcomes from similar projects* and answer Advisory Team questions.

- Jody Yungers, Roseville resident, former director of golf operations for Ramsey County, current Recreation and Parks Director, Brooklyn Park, MN.
- Mark Severson, New Hope Village Golf Course Superintendent, New Hope, MN
- Jason Hicks, Parks and Recreation Assistant Director, New Brighton, MN responsible for Brightwood Hills Golf Course

** All professionals have been involved with building clubhouse facilities for a 9-hole golf course.*

3. Partnerships and Other Users (May 12, 2016)

Jill Anfang led a brainstorming exercise that created prioritized lists of current and potential “Users and Partners” during the golf season, as well as off-season clubhouse users and community/regional partners.

4. Function and Uses (May 19, 2016)

Jeff Evenson, Parks Superintendent and Kerrik Wessel, Advisory Team member and architect, led the group in a brainstorming exercise that explored current and potential functions and uses of the clubhouse. Advisory Team members met in small groups to discuss site considerations, facility functionality/needs, special features, support components, maintenance considerations, partnership/ co-user potential and other items.

5. Funding Options (June 9, 2016)

Chris Miller, City of Roseville Finance Director made a presentation and met with the Advisory Team to discuss Cedarholm finances past, present and future, as well as available and possible funding options.

6. Findings Discussion and Report Development (July 14, 2016)

The Advisory Team met to review earlier meeting recommendations and further discuss, create and finalize supporting statements.

7. Sub-Committee Review of Draft Report (August 1, 2016)

Advisory Team Subcommittee met to further refine recommendations and supporting materials to be brought back to the entire team.

8. Draft Report Review (August 11, 2016)

Full Advisory Team met to review final report and clarify content.

9. Report Review and Public Presentation (August 16, 2016)

Advisory Team met with the community to review final report content and present information plus hear comments, gather input and answer questions.

Executive Summary

Based on guidance from the City Council, Parks and Recreation Commission and an agreed upon community involvement process, the *Cedarholm Clubhouse Advisory Team recommends:*

1. *Replace the Clubhouse*

The Advisory Team makes this recommendation with strong consideration for current facility and community needs, as well as future operations requirements.

- A. Create a space that supports current and future golf needs but is flexible for future needs independent of golf functions.
- B. Create a gathering space for non-golfers in the community.
- C. Provide a niche in Roseville's rental and gathering space locales complementing the offerings at the Roseville Skating Center and the Park Buildings. A space equal to what the clubhouse currently has or slightly larger would fill this gap.

2. *Use identified funding options to support the capital needs of the Golf Course Clubhouse*

In recent years, the golf industry has contracted and revenues are not as significant as they once were. Roseville financial reports indicate Cedarholm revenues are not consistently capable of supporting annual golf course operating expenses and provides no contribution to capital funds. The Advisory Team believes:

- A. There is an opportunity to maximize current funding options
 - Park Dedication Funds
 - Park Dedication funds refer to charges or fees that are imposed on new development for the impact it has on an established park system. The collection of these fees is authorized by Mn State Statute and they are legally restricted for park development purposes including land acquisition.
 - Remaining Parks and Recreation Renewal Program funding
 - Park Renewal Program funds refer to the monies raised through the issuance of bonds in 2011 and 2012 to finance various improvements outlined in the Park Renewal Program and other Park System guiding documents. As of July, 2016 the majority of these funds had been expended although a portion has been set aside for remaining projects or initiatives. The monies are legally restricted for park system-related improvements including land acquisitions.
 - Current Golf Course Fund Balance
 - Fund Balance is an accounting term that represents the difference between an entity's assets and liabilities. It is oftentimes referred to as 'reserves' or 'cash reserves', but there are slight distinctions between the two. The purpose of stating Fund Balance is to depict the future financial resources available to support golf programs and services.
- B. Partnerships and/or collaborations should be explored
 - Re-think usage to maximize access and revenues

3. *Plan for supporting infrastructure*

The Advisory Team feels it is prudent at this time, to look at the entire area that supports the golf infrastructure. Where possible create a plan for replacement or improvement for the full clubhouse site to meet current expectations and future needs. This would address parking and maintenance and storage needs. Possibly fund using bonds and/or levy.

4. *Reconsider the status of the Golf Course as an Enterprise Fund*

The Advisory Team believes current/future operations and capital needs warrant the reconsideration of the Golf Course fund status.

- Enterprise Funds are a category of governmental operating units that are managed under the principle that the revenue it generates from participant fees ought to be sufficient to provide for its costs. Enterprise funds are also referred to as 'business-type' functions because they adopt accounting practices that are typically found in 'for-profit' industries. The golf course is currently operated as an Enterprise fund.
- Roseville Recreation Fee Fund is a separately-established fund, created for the purposes of managing designated revenues for the benefit of the City's recreation programs. Revenues include: recreation program fees, donations, and other funding sources including a portion of the property tax levy.

** Fund definitions provided by Chris Miller, City of Roseville Finance Director*

Recommendations

1. Replace the Clubhouse

Cedarholm Clubhouse has outlived its useful life and is in need of significant capital improvement (HVAC, roofing, flooring, lighting). In support of the recommendations to replace the Cedarholm Clubhouse, the Advisory Team also recommends:

A. Contracting Professional Design Services

- Design, plan and operate for “what we are” ... do not pursue something we are not
 - An affordable golf experience for youth, older golfers and families
 - Significant League play, 5 days of the week, April into October
 - Quality golf experience that can be enjoyed in less than 1/2 the time of an 18-hole course
- Design Facility for Year-Round, Multi-Faceted Use
 - Design for “inclusions” rather than “exclusions”
 - Opportunity to include “other” users and uses in the clubhouse rebuild is what makes this project special for golf operations and visionary for community use
 - Create a “Roseville” design
 - Consider gaps in community facilities and other uses, where appropriate and incorporate these needs in the replacement
 - Identify missing community needs in all season
 - Create gathering space for non-golfers
 - Design rental space to complement current Park Building and Skating Center offerings
- Utilize preliminary work of the Advisory Team to better understand community direction for the clubhouse rebuild
 - 23 Advisory Team members have been actively involved in reviewing operations and taking into consideration future needs, including:
 - Learning from the experiences and best practices of local golf professionals with like facilities and operations
 - Reviewing clubhouse users and potential partners
 - Investigate a home for Roseville Historical Society
 - Brainstorming functions and uses
 - Evaluating funding streams and funding options
- Plan for the full clubhouse site based on current and future needs for golf course supporting infrastructure (clubhouse location, parking lot, maintenance shop location, practice putting green)
 - Planning for parking considerations, maintenance needs and practice green functions are recommended because they are intertwined, they are reliant on one-another and they work together in the overall golf experience.
- Propose a construction calendar with minimal impact on golf operations.

2. Use Identified Funding Options

The Advisory Team recommends the following funding options to support the capital needs of replacing the Cedarholm Golf Course clubhouse and maintenance facility.

- A. Maximize the use of current funding
 - The Advisory Team believes the clubhouse can be replaced without a tax levy increase at this time by using current park dedication funds, remaining renewal program funds and using the golf course fund balance.
 - If necessary, consider all funding options, including a levy and bonding
- B. If a levy is used, the Advisory Team strongly suggests identifying a sunset for the levy without renewal or repurpose
 - Levy funding may be needed to support clubhouse operations if other uses, outside of golf operations, are included in future plans for the clubhouse
- C. Pursue partnerships and collaborations
 - Consider opportunities that could provide funding in exchange for use, philanthropic consideration and naming rights
 - Grants and other opportunities

3. Plan for Supporting Infrastructure

The Advisory Team feels it is prudent to look at the entire area supporting golf operations and create a plan that works together with the full Clubhouse site to meet current expectations and future needs. The Advisory Team recommends replacing or improving the maintenance/storage facility as part of the clubhouse replacement project.

- A. It is important to replace or improve the maintenance facility and site to accommodate:
 - A welcoming site entrance that reflects a multi-use facility
 - Parking Needs
 - Secure golf cart storage to support growing revenue streams
 - Maintenance equipment and product storage
 - Improved working conditions to meet current building and safety standards and code requirements

4. Reconsider the Status of the Golf Course as an Enterprise Fund

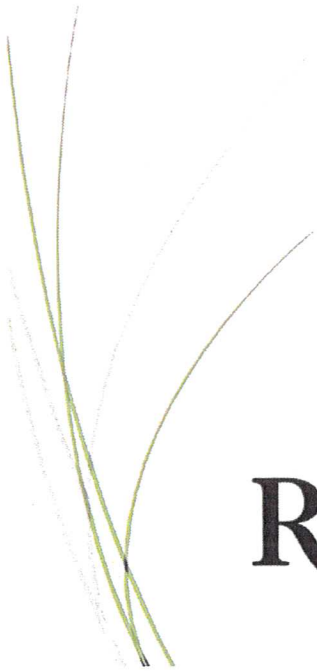
Criteria suggests that the golf course is not currently operating fully as an enterprise fund. Because of this, the Advisory Team recommends a review and reconsideration of the Golf Course's current Enterprise Fund status.

Appendix

- #1 Advisory Team Application
- #2 Advisory Team Background Information
 - 2a: City Organization Chart, Parks & Recreation Organization Chart
 - 2b: June 15, 2015 Council/Parks & Recreation Commission Joint Meeting Materials
 - 2c: November 16, 2015 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2d: January 25, 2016 Council/ Parks & Recreation Commission Joint Meeting Materials
 - 2e: Cedarholm Clubhouse Replacement Community Involvement Process
 - 2f: Advisory Team Intro Letter
 - 2g: Advisory Team Roster
 - 2h: January 23, 2015 Chris Miller Memo: Cedarholm Golf Course Financial Summary (2010-14)
 - 2i: 2016 Cedarholm Clubhouse Budget Worksheet
 - 2j: 2016 Cedarholm Maintenance Budget Worksheet
 - 2k: 2016-2035 Golf Course Capital Improvement Plan
- #3 Community Input from City of Roseville Website/Speak Up Roseville
- #4 Nextdoor.com Comments
- #5 Advisory Team Press Release
- #6 Roseville Review Article
- #7 Meeting #1 Materials
 - 7a: Agenda
 - 7b: Meeting Notes
 - 7c: Power Point Presentation
- #8 Meeting #2 Materials
 - 8a: Agenda
 - 8b: Meeting Notes
 - 8c: New Brighton Shared Materials
 - 8d: New Hope Shared Materials
 - 8e: Roseville Park Building Summary
- #9 Meeting #3 Materials
 - 9a: Agenda
 - 9b: Meeting Notes
 - 9c: Roseville Affiliated Groups & Athletic Associations
 - 9d: Roseville Historical Society Presentation
 - 9e: Users & Partners Group Brainstorming & Prioritization
- #10 Meeting #4 Materials
 - 10a: Agenda
 - 10b: Meeting Notes
 - 10c: Constellation Concept Materials
 - 10d: Functions & Uses Brainstorming: Clubhouse Issues & Ideas by Group

- #11 Meeting #5 Materials
 - 11a: Agenda
 - 11b: Meeting Notes
 - 11c: Golf Course Funding Memo
 - 11d: Golf Course Clubhouse Funding Options
 - 11e: Golf Course Clubhouse Financial Summary
- #12 Meeting #6 Materials
 - 12a: Agenda
 - 12b: Meeting Notes
 - 12c: Advisory Team Report Preliminary Outline
- #13 Meeting #7 Small Group Work Session Notes
- #14 Meeting #8 Materials
 - 14a: Agenda
 - 14b: Meeting Notes
- #15 Meeting #9 Final Report Public Presentation
 - 15a: Agenda
 - 15b: Meeting Notes

Professional Services
For
City of Roseville
Clubhouse Renewal Proposal
Cedarholm Golf Course Clubhouse Replacement Design and Cost Estimates



Proposal of Professional Services
Presented by the Design Team of

Hagen, Christensen & McIlwain Architects
December 12th, 2016



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

December 12th, 2016

Jill Anfang, Assistant Parks and Recreation Director
City of Roseville
2660 Civic Center Drive
Roseville, MN 55113
jill.anfang@cityofroseville.com

**Re: Request for Proposal
Cedarholm Golf Course Clubhouse Replacement Design and Cost Estimates**

Dear Jill:

We would like to thank you for the opportunity to submit this proposal for professional design services for the City of Roseville Clubhouse Renewal Proposal. *We truly appreciate this opportunity of once again working with Roseville Parks and Recreation and are excited to be considered for this project.*

HCM Architects is a fifteen-person architectural firm located in historic Minneapolis Fire Station #13. Our firm is over eighteen years old, with a major focus of our design work being parks and recreation buildings and community facilities. We feel that we have a Project Team that has the experience, knowledge base, and passion for this project; our entire Design Team is completely on board and committed to meet the requirements of the study. Our Team includes Loeffler Consulting who will be providing Cost Estimating Services for the project.

Tim McIlwain, AIA of HCM Architects will be the Project Manager for our Team and he will be the point person for all project communication and coordination between the Project Manager for the City of Roseville and the respective Project Manager for the firm working as a sub-consultant to HCM Architects. **Dan Lawrence, AIA** of HCM Architects will be the Project Architect to lead the project due to his extensive Parks and Recreation design experience, and his working relationship with the City of Roseville.

What follows in this proposal is our understanding of your objectives for the project, deliverables, qualifications, Design Team members and a detailed work plan of the major tasks with participation from both **HCM Architects** and the Department Staff along with a cost proposal of the specific tasks and project as a whole. Thank you for your consideration and the opportunity to submit this proposal.

Sincerely,

Tim McIlwain, AIA
mcilwain@hcmarchitects.com
612-904-1332

Dan Lawrence, AIA
lawrence@hcmarchitects.com
612-904-1332

1. Background Project Experience / Involvement with Similar Projects

HCM Architects has extensive experience with Programming, Facility Assessments, Master Planning and Designing Park & Recreation Facilities. Since 1999, **HCM Architects has designed over 94 park & recreation facilities** for with Dakota County, Ramsey County, Anoka County, Washington County, St. Paul Division of Parks and Recreation, Minneapolis Parks and Recreation, the Minnesota DNR, Foss Swim Schools, Three River Park District, church camps and with the cities of Shakopee, Roseville, Woodbury, Plymouth, Arden Hills, Blaine, Shoreview, West St. Paul, Coon Rapids, as well as White Bear Township.

It is inherent in our practice to design a building or family of buildings that are derived from a strong foundation of understanding of the site and its history. This starts with working with the stakeholders to develop the collective memories that give a site its uniqueness that are the qualities that set it apart from any other place.

These are the opportunities of a building and site than can not be overlooked.

We also believe that each building should have the least amount of impact to the environment as possible. We have found that a design approach based on lifecycle costing and "cradle to grave" analysis will not only direct the project in the "green" direction, but will also help the team of Owners and architects design a structure that will provide a superior environment while actually reducing the overall impact the project will have on that same environment.

The following projects are examples of similar building types and scales.



Site Analysis and Design Study for West Medicine Park Pavilion

Project Experience

Project

Golf Course Club House
The Ponds at Battle Creek
Maplewood, Minnesota

Client

Ramsey County Parks & Recreation Department

Hagen Christensen & McIlwain Architects designed a clubhouse for the new Ponds at Battle Creek Golf Course in Maplewood, Minnesota. The farmhouses that once existed on the site inspired the form and imagery of the clubhouse. The design takes advantage of the prominent hilltop location providing abundant natural light inside and dramatic views out over the golf course.



Club House



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ARCHITECTS

Project Experience

Project

Golf Course Club House
The Ponds at Battle Creek
Maplewood, Minnesota

Client

Ramsey County Parks & Recreation Department



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

Project Experience

Project

Goodrich Golf Course
Clubhouse and Pro Shop

Maplewood, Minnesota

Client

Ramsey County Parks & Recreation Department



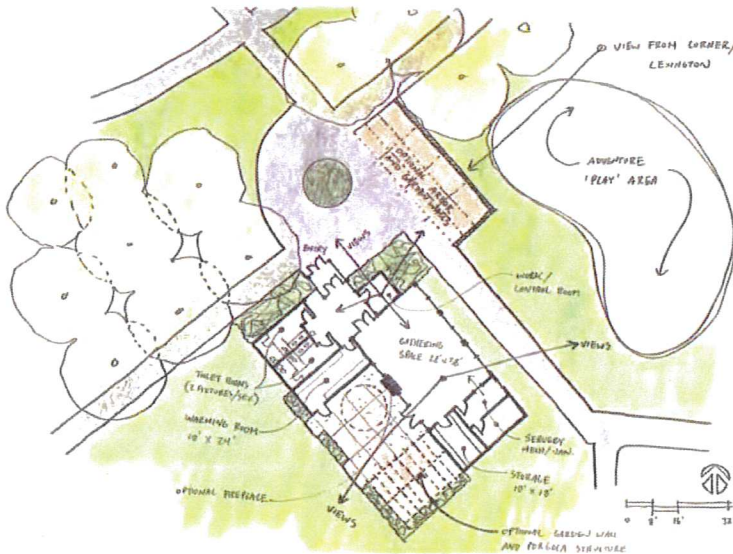
HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

Roseville Parks

2013-2014

Roseville Parks and Recreation Renewal Program
Roseville, Minnesota

HCM Architects designed six Community Shelters on six different sites for the Roseville Parks and Recreation Renewal Program. The buildings serve as iconic and recognizable civic structures that are a visual focus for the neighborhood and community. The buildings have architectural elements that tie them together while the orientation within each park highlights the significant site features.



Project Team: Tim McLwain, AIA - Principal in Charge/Project Manager
Dan Lawrence – Project Team

Project Contact: Jeff Evenson, RLA, Parks Superintendent 651.792.7107

Project Budget: \$19 Million in 2014, Total Project (6 Sites & Buildings)

Lake Elmo Park Reserve Nordic Center
Washington County Parks and Recreation
Lake Elmo, Minnesota

2011 & 2012

HCM Architects designed the new Nordic Center Complex at Lake Elmo Park Reserve which included site work, the Nordic Center and over 5 miles of lit cross country ski trails. The building is used by park and trail users as a gathering/warming space and hosts conferences and special events.



Project Team: Tim McLwain, AIA - Principal in Charge/Project Manager
Liz Gutzman – Project Team

Project Contact: John Elholm, Director 651.430-4303

Project Budget: \$800,000 in 2011, \$1,000,000 in 2012

Keller Regional Park Buildings
Ramsey County Parks and Recreation
Maplewood, Minnesota

2007 and 2009

HCM Architects designed new picnic shelters and toilet buildings for Keller Regional Park, located in Maplewood, MN. The design is intended to be a modern interpretation of the historic Keller Golf Course Clubhouse, which sits above the park. These building designs were carefully sited and oriented to work within the changing context and landscape of the park while using materials similar to those used on the Keller Golf Course Clubhouse. The limestone retaining walls and trail connections were designed to facilitate circulation through the park and provide areas of rest. Construction on the toilet buildings was completed in the fall of 2007. In 2009 HCM Architects was commissioned to complete design on the picnic shelters and two additional toilet buildings.



Project Team: Jerry Hagen - Principal in Charge/Project Manager
Matt Lysne – Project Designer
Dan Lawrence – Project Team

Project Contact: Greg Mack, Ramsey County 651.748.2500

Project Budget: \$960,000.00

Vadnais Snail Lake Regional Park Buildings
Ramsey County Parks and Recreation
Vadnais Heights, Minnesota

2002 & 2006

HCM Architects designed the new park buildings at Vadnais Snail Lake Regional Park to evoke the feeling of classic park architecture made of stone and timbers. The buildings have a heavy timber, rustic style that reflects the large pine forest located in the park. The buildings were completed in the spring of 2004. In late 2005 HCM Architects was asked to design and provide construction administration for another picnic shelter building and monument sign at the park.



Project Team: Jerry Hagen, AIA - Principal in Charge/Project Manager
Tim McLwain, AIA - Design Principal

Project Contact: Greg Mack, Director 651.748.2500

Project Budget: \$600,000 in 2002, \$240,000 in 2006

Highland Park Restroom Building
Highland Park Pool and Bath House
City of Saint Paul Parks and Recreation
Saint Paul, Minnesota

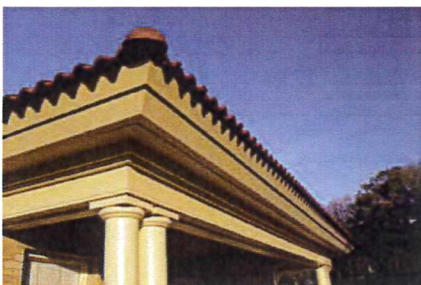
2005 & 2006
2010

HCM Architects have provided design services for several projects at Highland Park for Saint Paul Parks. In 2005 HCM Architects designed a toilet/shelter building, this building serves as a "signature place" for the park.

In 2006 HCM provided design services to improve the experience at the pool by adding pool/water play amenities.

In 2010 HCM designed the new bath house and concessions building which completes the upgrades to the pool facility. This project is currently under construction with a Spring 2011 opening.

All new buildings use architectural elements that tie together with the historically significant buildings in the park.



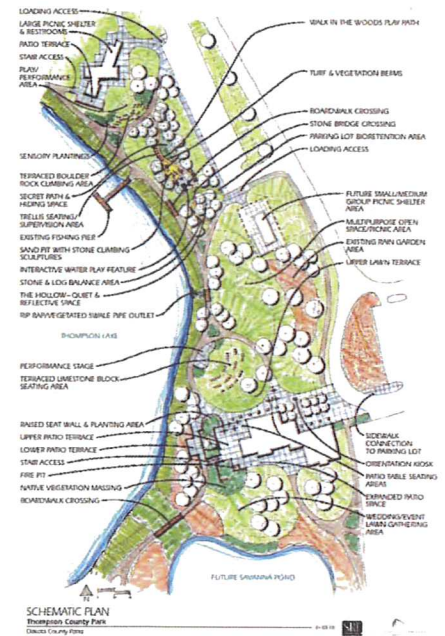
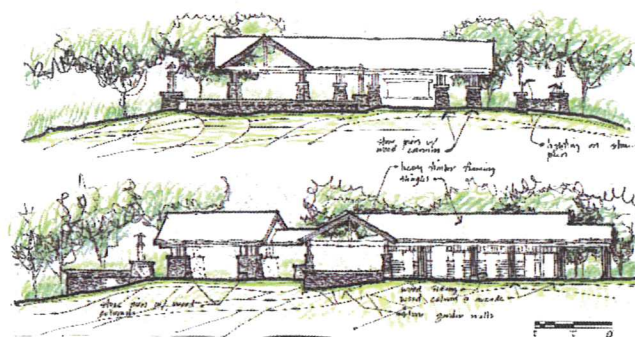
Project Team: Jerry Hagen, AIA - Principal in Charge/Project Manager
Tim McIlwain, AIA - Design Principal

Project Contact: Bill Pesek, City of St. Paul Parks and Recreation
651-266-6419

Project Budget: \$430,000 in 2006, \$2.2 mil in 2010 total project

2007 and 2009

HCM Architects in 2009 worked with Dakota County Parks and SRF Consulting Group to master plan the next phase of the development of Thompson Park, a Dakota County Park located in West St. Paul, MN. HCM Architects provided programming, master planning and schematic design services for a large picnic pavilion, a picnic shelter and a maintenance building. The structures are designed to incorporate stone, wood and detailing that recalls the qualities of the existing Lodge structure that create special gathering places that maximize views and access to the site.



Project Team: Tim McIlwain, AIA - Principal in Charge /Design Principal
Project Contact: Bruce Blair, Project Manager 952.891.7983
Project Budget: Over \$1,000,000

Project Experience

Project

**Tony Schmidt County Park
Arden Hills, Minnesota**

Client

Ramsey County Parks & Recreation Department

Construction was completed in 2000 on the buildings at Tony Schmidt County Park in Arden Hills, MN which were designed by **Hagen Christensen & McIlwain Architects**. The buildings include a picnic pavilion, picnic shelter, beach house, gazebo and toilet buildings which are part of a total park renovation. The siting, form and detailing of the buildings have a common design vocabulary of prairie style architecture.



Pavilion



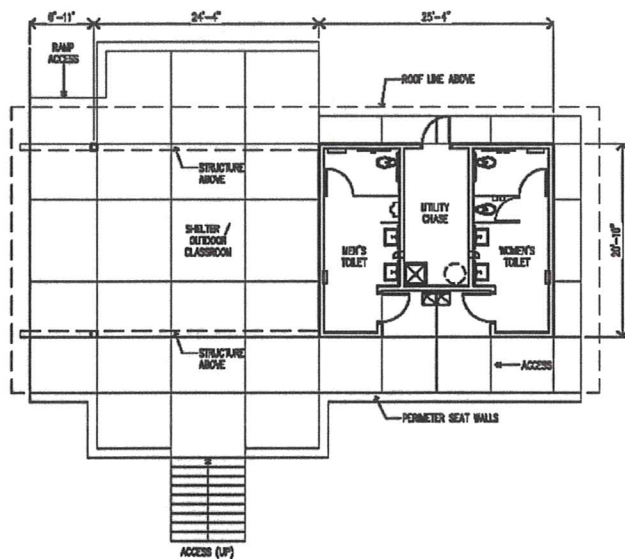
HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

Old Cedar Ave Bridge Toilet and Picnic Shelter

City of Bloomington

2014

HCM Architects proposed a new shelter and toilet facility as a trail head facility for the Old Cedar Avenue Bridge Park in Bloomington coming from the existing bridge. The major component of this project is the rehabilitation of the Old Cedar Avenue Bridge. A lot of research was done to understand the type of structures that existed on this site previously. The simple shed style roof is what was picked up on in the design for this facility, along with natural materials that fit in with the site, and steel that ties back to the bridge structure.



Project Team:

Roger Christensen, AIA - Principal in Charge/Project Manager
Liz Gutzman- Project Team

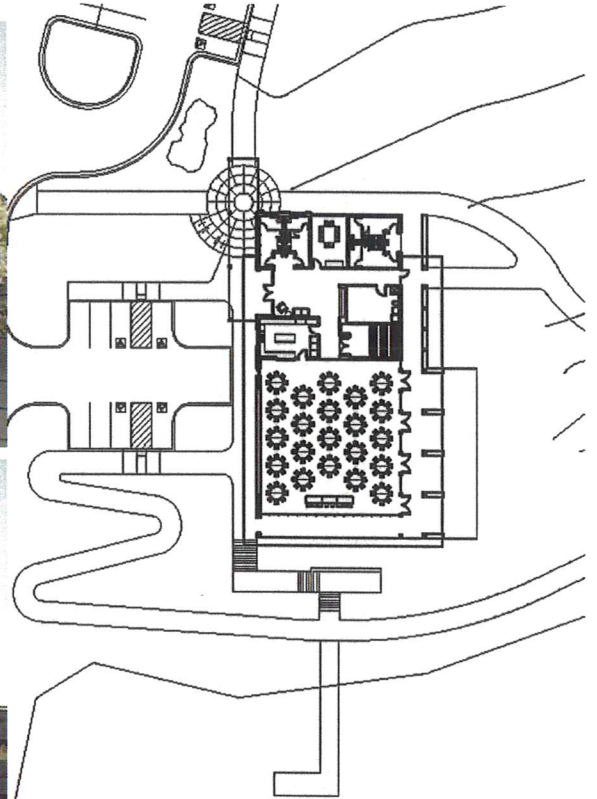
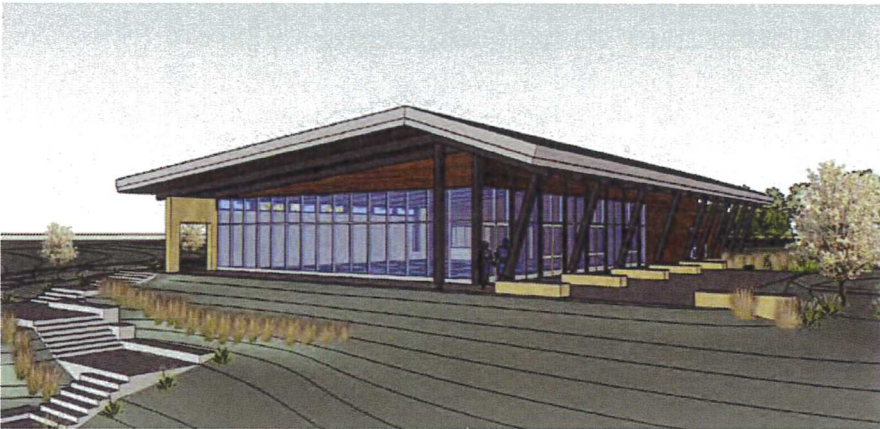
Project Contact:

Julie Long
City of Bloomington
952-563-4870

Quarry Park Community Building and Picnic Pavilion
Shakopee Parks & Recreation
Shakopee, MN

2015

HCM Architects is in the process of designing the facilities at the new Quarry Park in Shakopee, MN which includes a Community Building and Picnic Pavilion. The buildings are designed to evoke the feeling of the once industrial quarry site with the interaction of materials, shapes and orientation.

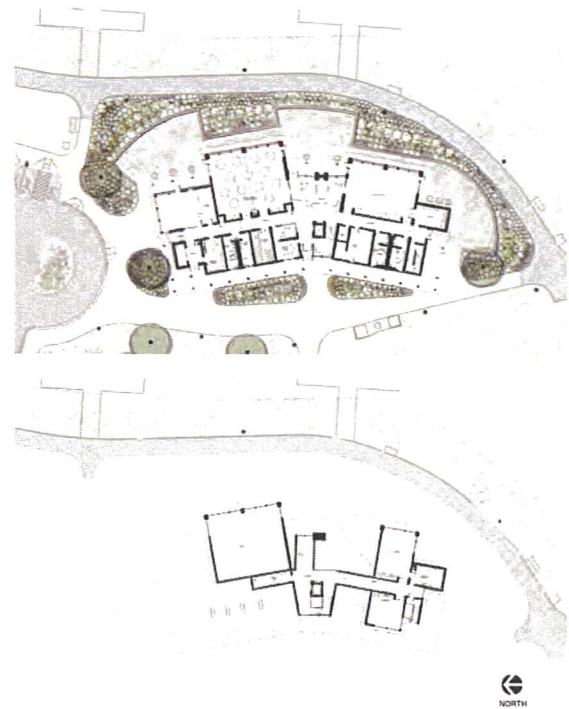


Project Team: Matt Lysne, AIA - Principal in Charge/Project Manager
Liz Berres – Project Team
Vaughn Kelly – Project Team

Project Contact: Jamie Polley
Director of Parks, Recreation & Natural Resources
952-233-9514

2008-2009

HCM Architects designed a 12,000 SF community center on the shores of West Medicine Lake in Plymouth, MN. The building will serve as a community center and parks programming facility with multiple gathering and classroom spaces and will become a gathering place for park visitors and trail users as well as the community as a whole. **HCM Architects** worked to design a building and site as signature features of the park.



Project Team:

Tim McLwain, AIA - Principal in Charge/Project Manager
Jerry Hagen, AIA – Project Architect

Project Contact:

Diane Evans, Park & Recreation Director, City of Plymouth
763-509-5201

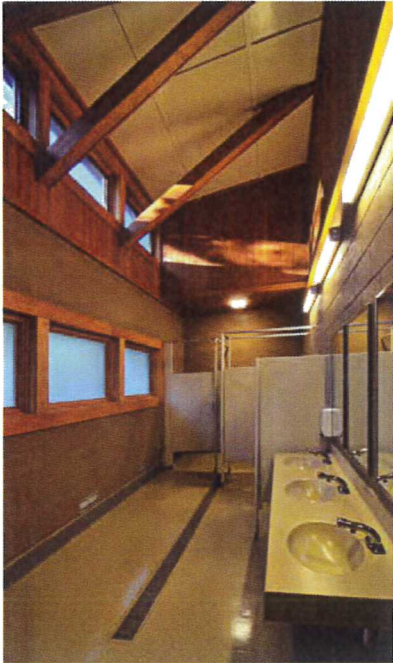
Project Budget:

\$3.125 Million

St. Croix Bluffs Regional Park Facilities
Washington County Parks and Recreation
Hastings, Minnesota

2011

HCM Architects designed the new facilities at St. Croix Regional Park which included a new Toilet/Shower Building and site work. The building is centered in the campground and is used by campers and park users.



Project Team: Tim McIlwain, AIA - Principal in Charge/Project Manager
Dan Lind – Project Team

Project Contact: John Elholm, Director 651.430-4303

Project Budget: \$1.1 million

Project Experience

Project
Camp Ojibway
for
Hope Presbyterian Church

Hagen Christensen & McIlwain Architects is in the process of designing a lodge facility for Camp Ojibway in Sterns County, Minnesota. This first phase includes an upper level dining hall to seat up to 120 people with full kitchen facilities and toilet rooms. The lower level will include a recreation area, meeting rooms and a lounge.



Lodge Building Image



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Project Experience

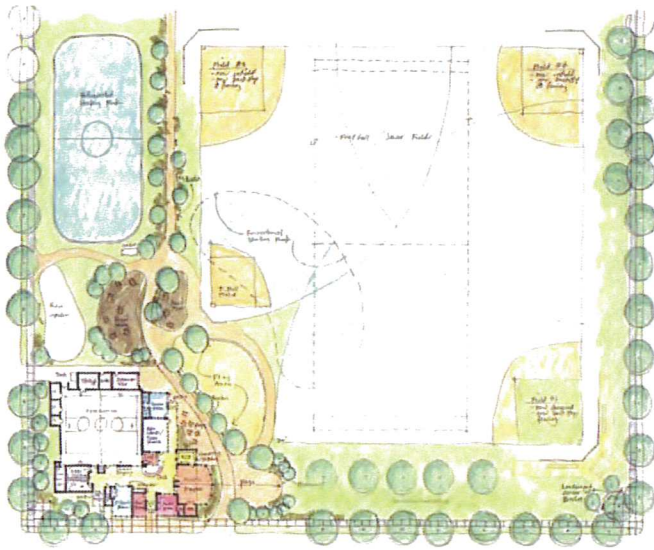
Project

Palace Recreation Center Study
St. Paul, Minnesota

Client

St. Paul Parks & Recreation Department

Hagen, Christensen, & McIlwain Architects provided a study that assessed the existing building and improved the facility space program. This was accomplished by developing a new building plan that utilized the existing gym and supporting spaces, developed a conceptual site plan and determined estimated project costs for all upgrades and additions to the Palace Recreation Center located in St. Paul. HCM worked with St. Paul Parks and Recreation staff and community



HAGEN, CHRISTENSEN & MCILWAIN
ARCHITECTS

Lakeside Commons Park Facilities

Blaine Parks & Recreation
Blaine, Minnesota

2009

HCM Architects designed the new facilities at the Lakeside Commons Community Park in Blaine, MN which included a Boat Rental Building, Picnic Pavilion and a Beach Building. The buildings are designed to evoke the feeling of garden structures that reflect the design of the adjacent Parkway. HCM Architects worked with SRF Consulting on the project.



Project Team: Tim McIlwain, AIA - Principal in Charge/Project Manager
Liz Berres – Project Team

Project Contact: Jim Kappelhoff Director 763 785-6162

Project Budget: \$750,000

HCM Architects - Parks and Recreation Client References

The following is a list of individuals and respective projects that can attest to our capabilities and services. We invite you to contact them as they can speak best to the quality of our services.

Lonnie Brokke

Parks Director
Roseville Parks and Recreation
 2660 Civic Center Drive
 Roseville, MN 55113
 651.792.7107
Projects:
 Community Buildings (6 locations)
 HANC Renovation



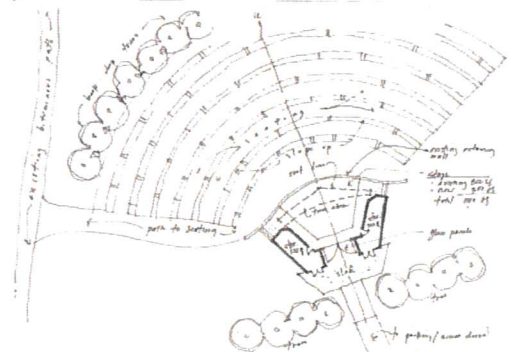
Scott Yonke

Ramsey County Parks & Recreation
 2015 North Van Dyke Street
 Maplewood, MN 55109-3796
 651-748-2500
Projects:
 Goodrich Golf Course Clubhouse
 The Ponds at Battle Creek Clubhouse
 Keller Park Buildings
 Tony Schmidt County Park Buildings
 Bald Eagle Lake Park Buildings
 Snail-Vadnais Lakes Park Buildings
 Lake Gervais Beach Building



John VonDeLinde

Director of Parks and Recreation
Anoka County Parks and Recreation
 550 Bunker Lake Boulevard
 Andover, MN 55304
 763-767-2860
Projects:
 Bunker Hills Campground Building
 Lake George Beach Building
 Bunker Hills Beach Concessions



Wayne Sandberg

Washington County Parks
 Washington County
 11660 Myerson Road North
 Stillwater, MN 55082
 651-430-4303
Projects:
 St. Croix Bluffs Regional Park
 Lake Elmo Nordic Center



Steve Sullivan

Director of Parks and Recreation
Dakota County Parks
 14955 Galaxy Avenue
 Apple Valley, MN 55124
 952-891-7983
Projects:
 Thompson County Park
 MN River Regional Trail Trailhead



Dave Schletty

City of West St. Paul, Parks
 1616 Humboldt Avenue
 West St. Paul, MN 55118
 651-552-4152
Project:
 Harmon Park Buildings

2. Firm Introduction and Unique Qualifications

Hagen Christensen & McLwain Architects (HCM) is a 15-person architectural firm founded as an S-Corporation in Minnesota in 1998. Our firm is based on a foundation of common values, friendship, and a singular vision on how we want to practice architecture. A practice based on a simple business philosophy:

Provide creative ideas, exemplary services, treat people well and good things will happen.

The keys to our service that distinguish our firm from others are as follows:

- Direct and continuous involvement of HCM's partners and senior staff in all aspects of a project. This optimizes the collective knowledge base, technical expertise, creative design abilities, and project management skills of our firm's partners, and the commitment we provide to the Owner to lead your project from start to finish. This approach has provided us with a unique and highly regarded reputation within the community of building owners, consultants and contractors.
- A Principal of HCM Architects will always be your day to day Design Team contact and "partner" throughout the project. They will be fully hands-on and will coordinate, lead and manage the design process from start to finish. This will ensure strong leadership and responsiveness throughout all phases of the project and has been a highly successful approach in our work.
- Our Firm has extensive design experience with park and recreation facilities, including Golf Course Clubhouses. Recently, HCM has completed studies of similar scope; this includes the seven Community Buildings for the City of Roseville, a Nordic Ski Center for Lake Elmo Park, and multiple studies for St. Paul related to recreation Community Center planning & programming efforts.
- Our Firm has diverse design experience with a focus on people places; we also work on institutional and municipal projects where needs studies, program development and concept design are a key first step. HCM Architects has provided needs analysis and master planning studies for a wide breadth of project types which helps us discover solutions that may not be found if we specialized in only one building type. This means your project will be unique and a representation of what you are; we are designing your building...not ours.
- As proven during the multiple phases of the City of Roseville Parks and Recreation Renewal Program, HCM Architects works well with the City of Roseville Parks and Recreation Owner Team and understands the City's process for deliverables, from Programming and Concept Design through Construction Administration.
- HCM has previously toured the site with former City of Roseville Parks Superintendent, Jeff Evenson, to discuss opportunities related to existing conditions. Our firm has a familiarity with the project site and scope; the content of the Advisory Team Final Report can be used effectively with our prior knowledge.
- We take pride in the way our office documents information; from Project Programming to Meeting Minutes to Final Documentation. The Deliverables must all be clear and complete as this study will help set the direction for the future of your new Clubhouse facilities.

Together we believe that the most successful projects do not just happen but evolve as a team effort based on open and clear lines of communication, technical expertise, an attitude of cooperation and a full commitment to fulfill the needs of the client.

*Clubhouse, HCM Architects
Ponds at Battle Creek, Maplewood, MN*



3. Project Understanding and Approach

Our approach differs from many firms. We are designing your project... not ours. Our design approach is based on solving your specific goals and needs with a solution that is efficient, long-lasting, and is a wise use of the project budget.

Listening and Communication Skills – High Quality Documentation

Our approach to design starts simply. First, we must listen. This is the only way we can understand the issues at hand. Key issues that we must understand include your needs: Facility needs, project program, project schedule, project budget, your values, and site options. The Advisory Team Final Report for the Cedarholm Clubhouse Replacement identifies a great deal of this information and acts as a critical starting point for the design on which to build. We then must work through the options with your City of Roseville Staff and the Community Stakeholders as integral members of the Design Team.

We feel that the best and most successful designs are a product of hard work and collaboration, not strictly inspiration.

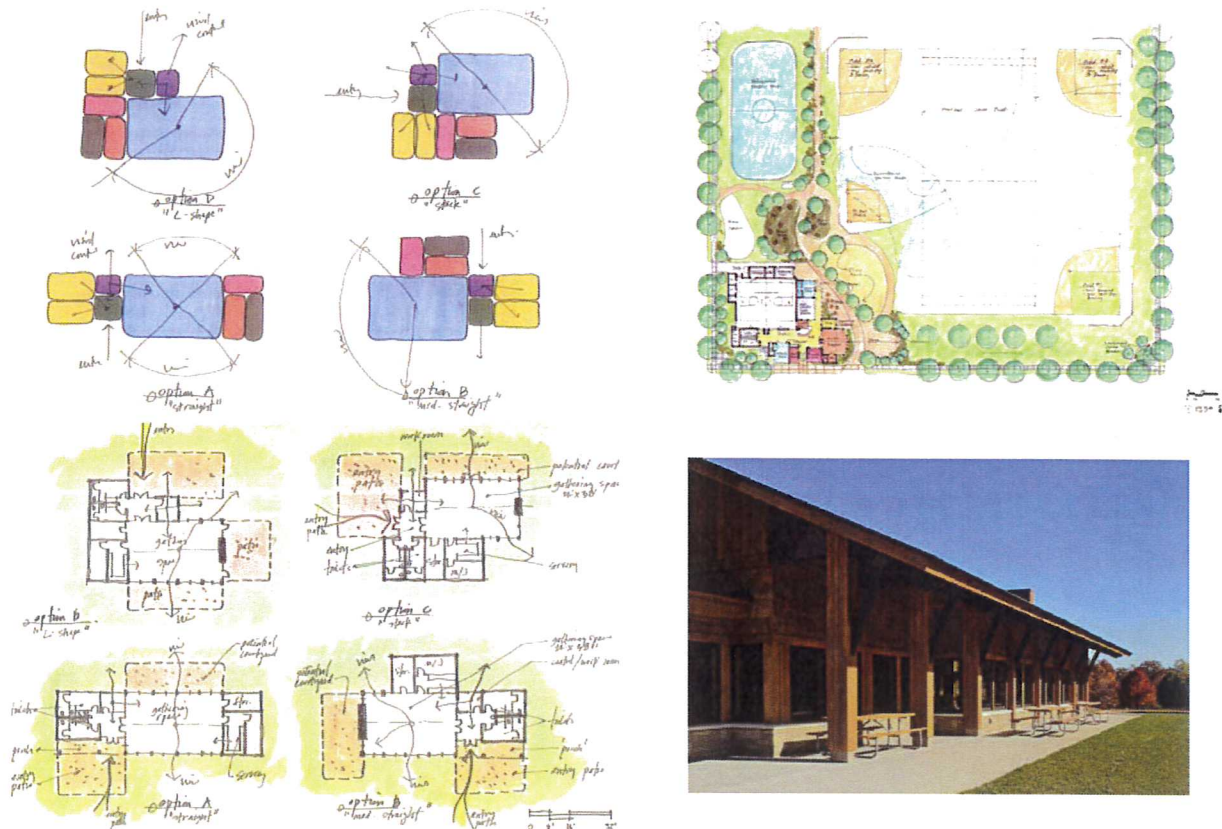
This is the foundation to solving all problems and providing collaborative solutions.

Value of Our Services

Our Design Team is comprised of Owner-Active professionals that can effectively provide the time and service that this project will require on a day-to-day basis. This translates to more hours of service and staff commitment for our fee. Our Team will provide excellent *value* to the City of Roseville.

Understanding and Planning Process

Our Team has extensive experience with programming, facility assessment, community engagement, and master planning of civic and community sites. Our Team understands the critical importance of the assessment and preliminary planning process that leads to sound decision making which will guide the future implementation of the Cedarholm Clubhouse.



- **Develop a Sound Understanding of the Existing Facilities, Potential Site Opportunities and Community Feedback:** A solid groundwork of site reviews, facility analysis and community engagement with our team will help inform and guide our Team through the process. Our assessments of facilities, analysis of site options and participation in community engagement will be detailed and thorough, and will help guide the decisions that need to be made. We will evaluate and build upon the content of the Advisory Team Final Report to develop a design that is rooted in community direction. We will identify potential liabilities, opportunities, and financial assessments. This information can guide you, as the Owner, in evaluating expectations and capital expenditures.
- **Identify the connections and relationships** of the various programmatic needs and options to various components identified by the City and Stakeholders. This will be critical to providing direction on the preferred option, its size, location and type. By working with the City of Roseville Staff and Stakeholders we will be able to arrive at a comprehensive report that gives a clear understanding of key advantages and disadvantages for each location, facility outlines and community feedback. Our office is nimble and responsive in providing quick solutions for day-to-day needs. We treat these efforts very seriously because you need results, but also need the Professional Team to understand the bigger picture of your facility so each solution builds upon the desired big picture.
- **Provide Cost Effective Solutions and Economic/Feasibility Modeling:** Our Team has a great reputation for quality cost estimating and strategic cost analysis. We will provide options that are cost effective in both the implementation and operating specifics towards the preferred option. A clear cost estimate by Loeffer Construction will help guide the decisions that need to be made regarding the City's future plan and the impact on its citizens. This estimate will provide a basis for comparison to the Advisory Team's recommendations for funding options to support the capital needs of replacing the Cedarholm Golf Course Clubhouse and maintenance facility.
- **Strategic Planning and Master Planning:** From programming to conceptual master planning, we will guide you through your facility decisions for now and the future. Good quality thought and planning will maximize your investments.
- **3-D Visualization and Software Capabilities:** At the very early stages of the design process, we develop virtual diagrams, models of the building(s) and their site(s) along with visually clear diagrams, plans and illustrations. These are powerful tools; both to develop design ideas, establish key relationships in order to help our clients visualize but more importantly to help our team communicate at various meetings and outreaches throughout the design process. We use the following programs:
 - Graphic renderings of building and site designs provide clients highly informative images using Google SketchUp, Revit Architecture software, AutoCAD and Adobe Creative Suite.
 - Secure FTP host site for project information (drawings, files, data, and correspondence) to project team, clients, and consultants on an HCM-owned and controlled server.



3-D Rendering



Construction

City of Roseville Parks and Recreation Renewal Program, Lexington Community Building, HCM

4. Scope of Services/Project Work Plan

HCM Architects along with its Design Team believe very strongly in a complete team approach to design that places the owner, the Resident Advisory Team, and end-users of the facility at the center of the team.

The design team has reviewed the request for proposal dated November 18th, 2016. An informal site tour was conducted with City Staff back in 2015 prior to the issuance of the Advisory Team Final Report. We understand your needs and the project goals as described; a replacement Golf Course Clubhouse that becomes a community asset providing a range of services. The following is our proposed breakdown of phases for the project by task, timeline, responsibilities, deliverables, costs, and staff involvement. We understand that we will be working with the City of Roseville, including the Parks and Recreation Commission, the Resident Advisory Team, as well as the Community at-large.

A. Analysis

Tasks:

- Review and consider work of the Resident Advisory Team.
- Consider all aspects of recommendations.
- On-site operational assessment – interview of staff.

Staff Involvement / Roles - Primary

Tim McLwain – Project Manager	(HCM)	8 hrs. @ \$160/hr.	=\$1,280
Dan Lawrence – Architect	(HCM)	8 hrs. @ \$130/hr.	=\$1,040
Architectural Staff	(HCM)	4 hrs. @ \$105/hr.	=\$420
Phase Total		20 hrs.	=\$2,740

Timeline: **2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff**

Deliverables:

- Meeting minutes.
- Summary of conclusions.

City Responsibilities:

- Provide access to existing site and facility.
- Meet with design team for operational assessment and interview of staff.

Existing Cedarholm Clubhouse



B. Program Development

This Project Phase will occur concurrently with the Analysis Phase and include the Community Listening Sessions listed in section E, "Meetings."

Tasks

- Work with staff and others to understand needs, layouts and functions, which include current users, space demands, and gaps in service.
 - Identify important adjacencies.
 - Define square footage requirements.
- Engage community in creating a planned approach
 - Work with Parks and Recreation Commission, Resident Advisory Team, Historical Society and others on design, function and requirements (engagement may be incorporated into public meetings of the Parks and Recreation Commission).
 - Participate in Community Listening Sessions with the Community at-large, Advisory Team, Parks and Recreation Commission, others.
- Consider/identify energy efficiencies and long term maintenance.
- Identify and develop desired Site relationships between buildings and site amenities and the neighborhood.
- Identify the existing facility and future facility user profile and determine the impact that the profiles will have on the proposed building and site usage.

Staff Involvement / Roles - Primary

Tim McLwain – Project Manager	(HCM)	19 hrs. @ \$160/hr.	=\$3,040
Dan Lawrence – Architect	(HCM)	28 hrs. @ \$130/hr.	=\$3,640
Architectural Staff	(HCM)	20 hrs. @ \$105/hr.	=\$2,100
Phase Total		68 hrs.	=\$8,780

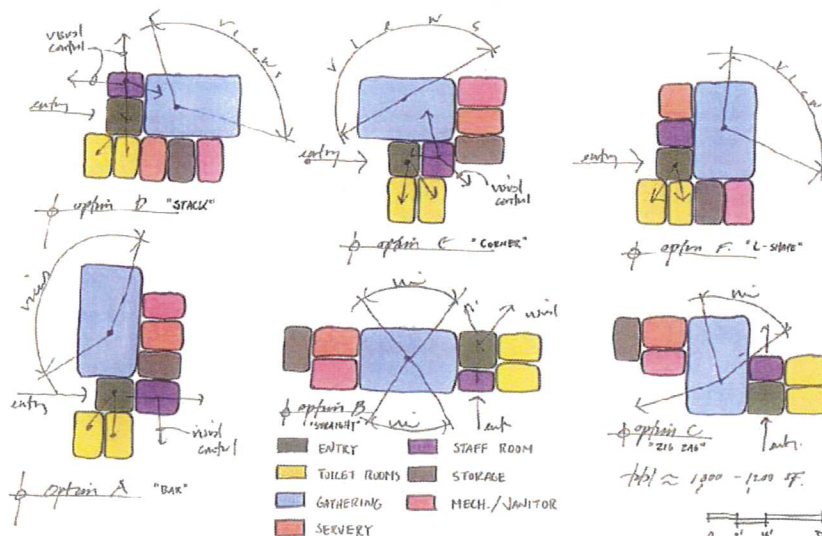
Timeline: **2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff**

Deliverables:

This phase will culminate with a complete and approved Site and Facility Program document that identifies all proposed site and building functions with key relationships and total square footages. This portion of the study will become part of the final comprehensive Project Study Report.

City Responsibilities:

- Meet with the Design Team to establish the Facility Program.
- Schedule, attend, and participate in Community Listening Sessions.



C. Schematic/Concept Design

Tasks

- Consider site area and adjacent infrastructure including: Clubhouse, Maintenance Garage, Entry, Parking Lot, and Practice Green.
- Prepare site layout options and potential phased approach.
- Prepare schematic and concept designs for the clubhouse replacement.
- Prepare schematic and concept designs for the adjacent site infrastructure.
- Prepared information will be done with the understanding that it will move forward to final construction plans and specifications.
- Develop conceptual costs estimates.
- Meet with the Parks and Recreation Commission to develop and review schematic/concept designs.

Staff Involvement / Roles - Primary

Tim McLwain – Project Manager	(HCM)	16 hrs. @ \$160/hr.	= \$2,560
Dan Lawrence – Architect	(HCM)	45 hrs. @ \$130/hr.	= \$5,850
Architectural Staff	(HCM)	68 hrs. @ \$105/hr.	= \$7,140
Phase Total		133 hrs.	= \$15,550

Timeline: 2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff

Deliverables:

- This phase will culminate with the preliminary site and building design options to accommodate the program needs.

City Responsibilities:

- Meet with the Design Team to review the schematic/concept designs (2 meetings).



Cedarholm Golf Course – Aerial Site View

D. Cost Estimate

Tasks

- Prepare cost estimates for the clubhouse replacement.
- Prepare cost estimate for construction documents.
- Prepare cost estimates for construction administration.
- Prepare cost estimate for adjacent site infrastructure.
- Present preferred process and deliverables at "not to exceed costs."

Staff Involvement / Roles - Primary

Professional Cost Estimator:	(Loeffler Consulting)	16 hrs. @ \$160/hr	=\$2,560
Phase Total		16 hrs	=\$2,560

Timeline: 2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff

Deliverables

- Cost data for inclusion in Final Report

City Responsibilities:

- Review data.

E. Meetings

Tasks

- Attend, facilitate and provide presentations as agreed:
 - Community Listening Sessions – up to five 3-hour meetings
(Time accounted for in section B, "Program Development.")
 - Community at-large, Advisory Team, Parks and Recreation Commission, others.
 - May be held in conjunction with monthly Parks and Recreation Commission meeting.
 - Design Presentations – two meetings
 - Parks and Recreation Commission – one 2-hour meeting/presentation.
 - City Council – one 1-hour meeting/presentation.

Staff Involvement / Roles - Primary

Tim McLwain – Project Manager	(HCM)	3 hrs. @ \$160/hr.	=\$480
Dan Lawrence – Architect	(HCM)	3 hrs. @ \$130/hr.	=\$390
Phase Total		6 hrs.	=\$870

Timeline: 2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff

Deliverables:

- Presentation of Report to Parks and Recreation Commission
- Presentation of Report to City Council

F. Final Deliverables

Tasks

- Final Report to include:
 - Site layout and phase approach (if needed).
 - Concept/schematic design for clubhouse building replacement that is ready to move to construction documents.
 - Consideration for concept/schematic design and layout for adjacent site
 - Budget estimates for:
 - Clubhouse and adjacent site as defined.
 - Construction documents and construction administration.
- Present information to the Parks and Recreation Commission and City Council.
- Develop an Interim Draft Report that documents the assessment of the building and site, Project Program, Conceptual Design options, proposed building system upgrades and anticipated construction cost estimates.

Staff Involvement / Roles - Primary

Tim McLwain – Project Manager	(HCM)	4 hrs. @ \$160/hr.	=\$640
Dan Lawrence – Architect	(HCM)	10 hrs. @ \$130/hr.	=\$1,300
Architectural Staff	(HCM)	10 hrs. @ \$105/hr	=\$1,050
Phase Total			=\$2,990

Timeline: 2017, Exact dates T.B.D. with City of Roseville Parks and Recreation Staff

Deliverables

- Final Report
- Drawings suitable to engage engineering consultants during the next design phases.

City Responsibilities:

- Review the Final Report.
- Communicate intentions for next phases of design and construction.

G. Cost Summary

Analysis	=\$2,740
Program Development	=\$8,780
Schematic/Concept Design	=\$15,550
Cost Estimate	=\$2,560
Meetings	=\$870
Final Deliverables	=\$2,990

Total Cost for Scope of Services Outlined **=\$33,490**

(See section 6 – “Proposed Fees” for additional information)



5. Design Team

HCM Architects

Project Manager **Tim McIlwain**, Senior Principal, AIA
mcilwain@hcmarchitects.com
612-904-1332

Project Architect **Dan Lawrence**, AIA
Lawrence@hcmarchitects.com
612-904-1332

Tim and Dan are backed up by HCM's hard-working and responsible 15-person staff, including the following four principals with whom they consult on a daily basis:

Jerry Hagen , AIA	Senior Principal
Roger Christensen , AIA	Senior Principal
Matt Lysne , AIA, NCARB	Principal
Dan Lind , AIA, LEED AP	Principal

Collectively, HCM's partners bring over one hundred years of experience to the table and use it to provide you with technical expertise, creative design capabilities and exceptional project management skills.

Loeffler Consulting

Loeffler Consulting prides itself on providing accurate estimates and advice, allowing you to understand the cost implications of each variable and component of your project. As consultants to the HCM design team, Loeffler will work hand-in-hand to help define a feasible project that meets the communities needs at Cedarholm.



Renovated Historic Fire Station #13 – Offices of HCM Architects

6. Proposed Fees

Our proposed professional fees are based on the breakdown of staff and hours. Our firm provides excellent value. **Based on our competitive rates and knowledgeable staff, you will receive more hours of our service for your fee.** We will of course be an open book providing you with whatever back up and break downs you may require. Once the fee has been established, we monitor the status of the fee during our invoicing. Each invoice tracks time spent by each individual working on the project and gives a picture of the status of the fees per project phase and on the total fee.

The continuous involvement of firm Principal Tim McLlwain allows **Hagen, Christensen & McLlwain Architects** to constantly monitor the project progress within our office. Meetings with consultants, along with daily contact, means that **HCM Architects** is able to track the project schedule and update all team members a minimum of two times per month.

FIRM	DISCIPLINE	TOTALS
HCM Architects	Architectural	\$30,930.00
Loeffler Consulting	Professional Cost Estimating	\$2,560.00
Reimbursables	Assume 4 Final Reports	\$1,000.00
Fee NOT TO EXCEED per the RFP		\$34,490.00

The above not to exceed fee is based on the project scope identified in the RFP, valid for a period of 90 days.

Additional Services beyond Basic Services listed in Work Plan

Cost for these additional services will be provided upon request when they are deemed necessary for the Project.

Billable Rates for Design Team Members

Architectural Principal	\$160/hour
Architects	\$130/hour
Architectural Staff	\$105/hour
Chief Estimator	\$160/hour

Estimate of Reimbursable Expenses

Reimbursable expenses are billed without mark up at 1.0 times cost.

Reimbursable Costs:

1. Printing Costs: Large Format (24"x36" and 30"x42") \$0.15 Cents / Square Foot
2. Printing Costs: Large Format Color Printing \$75.00 / Sheet
3. Color Copies \$1.50 / Sheet
4. Mileage (IRS Rate) \$0.54 / Mile



ROSEVILLE PARKS AND RECREATION COMMISSION

2017 ANNUAL CALENDAR

Day / Month	Time	Location
Tuesday, January 3	6:30 p.m.	Regular Meeting – City Hall
Tuesday, February 7	6:30 p.m.	Regular Meeting -City Hall
Tuesday, March 7	6:30 p.m.	Regular Meeting-City Hall
Tuesday, April 4	6:30 p.m.	Regular Meeting -City Hall
Tuesday, May 2	6:30 p.m.	Regular Meeting -City Hall
Tuesday, June 6	6:30 p.m.	Regular Meeting –City Hall
*Monday, June 12, 19 th	6:00 p.m.	Joint Comm./City Council Meeting
*Joint date to be finalized once City Council dates are approved for 2016		
JULY		NO MEETING
*Thursday, August 3	6:30 p.m.	Regular Meeting-City Hall
*Alternate day/date due to Night To Unite Tuesday, Aug 1		
Tuesday, September 5	6:30 p.m.	Regular Meeting-City Hall
Tuesday, October 3	6:30 p.m.	Regular Meeting -City Hall
*Thursday, November 2	6:30 p.m.	Regular Meeting-City Hall
*Alternate day/date due to election on Tuesday, November 7		
Tuesday, December 5	6:30 p.m.	Regular Meeting -City Hall