



19 13th Avenue North
Waite Park, MN 56387

CITY COUNCIL WORK SESSION AGENDA

Upper Conference Room at Waite Park City Hall

June 4, 2018

4:30 PM

June 4th, 2018 Work Session Agenda

- 4:30 PM 1. Amphitheater Project Review and Timeline
- 5:15 PM 2. Review of Patrol Officer Candidates
- 5:30 PM 3. Patrol Officer Candidate Interview #1
- 5:45 PM 4. Patrol Officer Candidate Interview #2
- 6:00 PM 5. Discussion of Candidates
- 6:15 PM 6. Other Business

Documents:

[AMP MEMORANDUM 05_30_2017.PDF](#)

Date: June 1, 2017

To: City of Waite Park

From: Oertel Architects

RE: Waite Park Amphitheater

MEMORANDUM

The following is a brief report to council on the current status and next steps of the process, which will be addressed in more detail at the Council workshop on Monday, June 4, 2018:

1. The design and construction documents are approximately 85% complete. Changes have been recently made to portions of the project based on staff's comments and recommendations from New West.
2. The changes involved two different categories of items. One is that cost reductions were made in an attempt to reduce the overall project cost without negatively impacting the operations and overall needs of the amphitheater. The second group of items included changes to the box office, performer's area, sound booth and restrooms/concessions to better meet the needs of the manager and city staff.
3. An idea and recommendation was made by OA relative to the means of constructing the project and that is through the use of multiple bid packages. An early package would include only tree removal. A second package would include basic site related work, and the final package would include the majority of the improvements including the amphitheater, buildings, stage, site improvements, buildings and other site work not previously bid (paving, concrete, landscape, etc.). By doing this, it will be more evident as to what we have to work with. It will provide more information on rock formations, site lines, potential building location problems and related information that is otherwise unknown at this point in time.
4. After the last council workshop, it became apparent that, with all the proposed improvements and wish list items, the project would be over \$13 million. Consequently, some value engineering has been implemented. Although not yet complete, an updated cost estimate will be shared with council at the workshop.
5. A strategy that is being proposed for bidding is to use big-ticket items as alternates. Therefore, there would be a base bid for all essential elements of the project with alternates for such items as the box office, east concessions/restrooms and NE concessions/restrooms. Regardless of alternates being selected, the infrastructure and rock removal for all buildings would be a part of the essential base bid items. After bids are received, council can determine what is to be included in the first phase of work, selecting which alternates are a part of the work.

6. It is anticipated that a site contractor would be the prime for the site work and a general contractor for the bid pack with the buildings, amphitheater and plaza.

7. As for tree removal, it is proposed that the contractors cut and use the good wood for their own purposes, leaving the remaining scrub trees for city crews to cut and shred for pathways. One important point, which has an impact on schedule, is that we may not be able to cut down trees if owls are nesting on the property. Consequently, there are two potential schedules.

8. Not included in the scope of work and excluded since the last council workshop is the storage building. The adjacent site across 17th Avenue would be used for storage.

9. As for schedule, the following is a best-case scenario for the schedule:

June 4, 2018:	Authorization to obtain <i>quotes</i> for tree removal.
June 26, 2018:	Start tree removal
July 1, 2018:	Release sitework package (grading, rock removal, utilities, etc.)
July 26, 2018:	Completion of tree removal
August 1, 2018:	Sitework bids obtained followed by the start of site work
August 6, 2018:	Authorization to bid main/building bid package
August 6, 2018	Council to review sitework bids and authorize start of the work
September 2018:	Review of bids and start construction of buildings/amp
October 2018:	Most of the base site work complete (note: winter construction for the balance of the work will vary by contractor or weather conditions. The contractor will be given a fixed end date and may choose to work over the entire winter or wait until spring.)
September 1, 2019:	Amphitheater work substantially compete
Fall 2019:	Out-fitting amp, dry-runs, test, etc.
Spring 2020:	Open for business

10. If any tree removal is prohibited until August 1, this might be the schedule:

June 4, 2018:	Authorization to obtain <i>quotes</i> for tree removal.
August 1, 2018:	Start tree removal
July 7, 2018+/-:	Release sitework package (grading, rock removal, utilities, etc.)
August 15, 2018	Council authorization and subsequent start of sitework
August 22, 2018:	Completion of tree removal
August, 2018:	Authorization to bid main/building bid package
October 2018:	Review of bids, authorization /start construction of buildings/amp
October 2018:	Much of the base site work complete (note: winter construction for the balance of the work will vary by contractor or weather conditions, as above.)
September 1, 2019:	Amphitheater work substantially compete
Fall 2019:	Out-fitting amp, dry-runs, tests, etc.
Spring 2020:	Open for business