

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, JANUARY 17, 2018 at 5:30 p.m.

**LOCATION: GERMANTOWN CONFERENCE ROOM A
N112 W17001 Mequon Road**

CALL TO ORDER: This meeting has been given public notice in accordance with Wisconsin Statutes, Section 19.83 and 19.84 in such form that will apprise the general public and news media of subject matter that is intended for discussion and action.

- I. **ROLL CALL**
- II. **APPROVAL OF MINUTES:** November 15, 2017
- III. **PUBLIC INPUT:** Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this municipality that there be a three (3) minute time period, per person, with time extensions per the Chief Presiding Officer's discretion; be further advised that there may be limited discussion on the information received, however, NO ACTION will be taken under public comments.
- IV. **CORRESPONDENCE**
- V. **OLD BUSINESS:**
 1. 2018 Park & Recreation Operating & Capital Improvements Fund Budgets
- VI. **NEW BUSINESS**
 1. Kid's Klub Before & After School Program – 2018 Summer Program Fees – Review & Approval
 2. Germantown Park & Recreation Program Behavior Policy – Review & Approval
 3. Spassland Park Play Equipment Project – Authorization to Send Request for Proposals (RFP) to Playground Vendors
 4. Firemen's Park Design Plans – Authorization to Send Request for Proposals (RFP) to Park Facility Design Firms
 5. 2018 Park & Recreation Commission Meeting Calendar
- VII. **VILLAGE BOARD:**
- VIII. **SCHOOL BOARD REPORT:**
- IX. **DIRECTOR'S REPORT:**
- X. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **February 21st @ 5:30p.m.**
- XI. **ADJOURNMENT:**

UPON REASONABLE NOTICE, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service please contact the Clerk's Office at (262)250-4740 at least 2 days prior to the meeting.

**VILLAGE OF GERMANTOWN
PARK & RECREATION COMMISSION MINUTES
CONFERENCE ROOM A
November 15, 2017**

CALL TO ORDER: The meeting was called to order at 5:31 p.m. by Chair Coulthurst.

- I. **ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies, Trustee Rep. Miller, Knop and Stapelman. Absent and excused was School Board Rep. Ray Borden. Also present were Director Schroeder, Program Supervisors Patti Heinen and Katie Rodger and Secretary Lemke.
- II. **APPROVAL OF MINUTES:** *Motion by Depies, seconded by Miller to approve the minutes as presented. Motion unanimously carried.*
- III. **PUBLIC INPUT:**
- IV. **CORRESPONDENCE**
- V. **OLD BUSINESS**
 1. **HAUPT STRASSE PARK PLAYGROUND EQUIPMENT PROJECT** - The department will take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018. The village will only pay for the equipment portion of the project in 2017.
 2. **KINDERBERG PARK BASKETBALL COURT PROJECT** – The paving work was completed in late September. Following the required asphalt curing period of 14-21 days, the installation of two coats of black acrylic, two coats of color surface, and court lining was completed on October 20th. Final restoration (topsoil, seed, mulch blanket) was completed the week of November 6-10th. Final acceptance was given to the surfacing contractor, Frank Armstrong Inc., with the two-year warranty period starting on October 23rd. Staff will work with the engineering dept. and sub-contractor on touch-up landscape restoration in Spring.
 3. **2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - The Public Hearing for the 2018 Budget will be held before the Village Board at the November 20th meeting. The ***Recreation Budget*** of \$1,246,543 represents an increase of \$7,521 or .61% over the 2017 Budget. The ***Senior Center Budget*** of \$124,422 represents a decrease of \$7,088 or 5.4%, when compared to the 2017 Budget. The ***Parks Budget*** was reviewed at the October 11th Committee of the Whole meeting. The budget includes the same level of funding, \$77,000 for Forestry/Tree Maintenance, as in the past few years. Monies are included to purchase a new pick-up truck, stone for the pathways at Alt Bauer Park, and a new roof for the Schoen Laufen Park shelter. Monies were removed from the budget for replacement of the concession stand roof at Friedenfeld Park.

Capital Projects – the budget is as follows:

- A total of 6 capital projects totaling \$270,00 were proposed in the 2018 Budget.
- Spassland Park Play Equipment- \$90,000
- Spassland Park Basketball Standards - \$30,000
- Fireman's Park Shelter Design - \$20,000
- Friedenfeld Park pathways (\$50,000) and electric service (25,000) – note these monies were approved to be transferred to fund Fireman's Park improvements, including pathway lighting in 2018.
- Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

VI. NEW BUSINESS

- 1. 2017-2018 WINTER/SPRING PROPOSED PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Supervisor Heinen went over the programs with the proposed fee increases.

Motion by Depies, seconded by Knop to approve the 2017-18 Winter/Spring Fees & Charges as presented with the stated changes. Motion unanimously approved.

- 2. KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – UPDATE ON PAYMENT POLICIES** – Supervisor Rodger stated that the changes have all gone into effect on September 1, 2017. When families register online or over the phone they must pay the balance in full or set up to "auto" charge on the 21st of the month. We currently have 28 families on a payment plan to pay off their outstanding balances.

- 3. SEASONAL EMPLOYEE PAY RANGE PLAN – REVIEW & APPROVAL** – ***Motion by Miller, seconded by Stapelman to approve the Seasonal Employee Pay Range Plan as presented. Motion unanimously carried.***

VII. VILLAGE BOARD REPORT: Rick stated that the Village Clerk position has been filled by Deanna Boldrey, current Village Clerk for Jackson. The Deputy Clerk positions will be looked at once Deanna is here to have input. Public hearing for the 2018 budget is Monday, November 20. The Planning Department will start the process of discussing the 2020 Development Plan, which would become the 2030 Plan. The plan looks at where future development and growth areas may be in the future, as well as Sewer/Water extension.

VIII. SCHOOL BOARD REPORT: Absent and excused

IX. DIRECTOR'S REPORT:

- 1) **Haupt Strasse Park Play Equipment Project** – The department will take delivery of the equipment in late 2017, and complete the site preparation, installation, and site restoration in Spring 2018. The village will only pay for the equipment portion of the project in 2017.

- 2) **Kinderberg Park Basketball Court Project** – The paving work was completed in late September. Following the required asphalt curing period of 14-21 days, the installation of two coats of black acrylic, two coats of color surface, and court lining was completed on October 20th. Final restoration (topsoil, seed, mulch blanket) was completed the week of November 6-10th. Final acceptance was given to the surfacing contractor, Frank Armstrong Inc., with the two-year warranty period starting on October 23rd. Staff will work with the engineering dept. and sub-contractor on touch-up landscape restoration in Spring.
- 3) **2018 Park & Recreation Operating & Capital Improvements Fund Budgets** – The Public Hearing for the 2018 Budget will be held before the Village Board at the November 20th meeting. The **Recreation Budget** of \$1,246,543 represents an increase of \$7,521 or .61% over the 2017 Budget. The **Senior Center Budget** of \$124,422 represents a decrease of \$7,088 or 5.4%, when compared to the 2017 Budget. The **Parks Budget** was reviewed at the October 11th Committee of the Whole meeting. The budget includes the same level of funding, \$77,000 for Forestry/Tree Maintenance, as in the past few years. Monies are included to purchase a new pick-up truck, stone for the pathways at Alt Bauer Park, and a new roof for the Schoen Laufen Park shelter. Monies were removed from the budget for replacement of the concession stand roof at Friedenfeld Park.

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 - Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.
- 4) **2017 Fall Tree Planting Project** - Century Landscape began work on the fall tree planting project on October 16th. The project includes materials and labor for the planting of 36 trees in Spassland Park, the second phase of planting on Pilgrim Road (41 trees), 19 trees on Mequon Road, and 14 trees along Revere Lane. The project was completed the week of October 27th. The project includes a 1-year warranty from date of completion and acceptance by the village.
- 5) **Dheinsville Park Tree Planting** – With the assistance of consulting arborist, John Gall from Wachtel Tree Service, a preliminary planting plan was drafted that included 49 potential planting sites along the north and east park boundaries. Phase 1 will include the planting of 18-20 trees. Wendland Nursery will be starting the tree planting on Friday, November 17th. Wendland will be donating materials and labor for the project.
- 6) **Gehl's Performing Arts Pavilion in Fireman's Park** – At the September 18th Village Board Meeting, approval was given for the Kiwanis Club to proceed with construction of this facility. Currently the village is working with the Germantown Kiwanis Community Foundation on final review and approval of the Development & Dedication Agreement. The date of the official ground breaking has not been set.
- 7) **Haupt Strasse Park Scoreboard** – Utilizing the \$5,000 grant from the Baseball Tomorrow Fund, the department has purchased a new baseball/softball scoreboard for the Haupt Strasse Park diamond. The scoreboard is scheduled for delivery on December 1st. The i-beams will be installed in late November/early December, with electrical work completed in Spring 2018.

- 8) **2018 Winter/Spring Recreation Guide** -The next edition of the recreation guide will be mailed to residents the first week of December. Program registrations are ongoing.
- 9) **Friedenfeld Park Football Field Renovations** – Utilizing monies in the Recreation Facility Fee Fund, the department has contracted with Total Lawn Care (TLC) on upgrades to the main football field at Friedenfeld Park. In Spring 2017, TLC top dressed, over-seeded, and fertilized the entire field with sand/organic mix, utilizing an Aerivator. The results were very positive for the fall football season. The department is currently working with TLC on an ongoing maintenance program for both the main football field as well as the flag fields.

Recreation Division Report -

The department has 34 programs starting in November/December including: Friday Family Flicks, Clutter courses, Beginning Guitar, Mad Science Lab, Horseback Riding, P.U.L.S.E., TRX, Folk Art Painting, Henna Tattoo, Zumba, Yoga, Miss Julie's Music Fun, Social Media Class, Afterschool Legos, Learn Magic, Scrapbooking crop, Healthily Eating Habits, PULSE, Restore Your Core, Money Saving Tips, STEM Classes, Learn to Skate, Chicago Trip, Intro to Hockey, Tot Party – Winter Wonderland, Firefighters are your friends, Tae Kwon Do, Holiday Planter Workshop (3 dates), Explore Martial Arts, Boxenfit, Christmas Music Party, Babysitter's Training and our SEPRC Hoop Shoot and Youth Basketball Clinic on Dec. 2nd.

Upcoming events include the following:

Programs Cancelled due to low enrollment: Zumba Kids and Girl's 3v3 Basketball

Bucketeer Basketball League: There are 200 kids registered to play in our youth bucketeer basketball league with 46 coaches. Practices started last week. We have a total of 20 teams playing this season. Officials Training is set for December 9th with scrimmages on December 16th. League games will start January 6th.

1st/2nd Grade Buckets: The department is still taking registrations and forming teams. To date, we have 143 players and 28 coaches. We are hoping to have 16 teams in the league again this year. Teams will play at Rockfield and MacArthur Schools on Saturdays starting in January.

Friday Family Flicks: The Friday Family Flicks program at MacArthur School was held on November 2nd, and featured the movie Batman Legos. The department provided fun crafts for the kids to do before the movie. The PTA and First Bank Financial Centre sponsored the event, and Germantown Youth Futures kids volunteered.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held December 20th @ 5:30p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 6:29 p.m.



Shannon Lemke
Secretary



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

January 10, 2018

To: Park & Recreation Commission

From: Katie Rodger, Recreation Supervisor

Re: Kid's Klub Before & After School Program – 2018 Summer Program Fees

Summer Kids Klub registration is scheduled to begin the first Monday in March. Prior to this happening, fees and program information need to be updated in the system, as well as in all promotional materials. At the November meeting in 2016 it was approved to increase all Kids Klub fees starting last summer. While it was hoped that those fees would remain in place for two years before the next increase, we feel it is necessary to adjust fees to help offset the extra fees incurred due to facility rental costs. Also, new this year, we are looking at offering a weekly rate as well as a daily rate. The hope is that if families enroll for the week we will have a better idea of how many children to expect each day and therefore our supply orders can be more accurate and hopefully it will help save on the purchase of extra supplies. At the Commission meeting I will provide you with ranges for the new fees I am proposing for summer in hopes that you will review and approve them.



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January 10, 2018

To: Park & Recreation Commission

From: Katie Rodger, Recreation Supervisor

Re: Germantown Park & Recreation Program Behavior Policy

Due to behavioral issues we experienced last summer in the Kids Klub Program the Park and Recreation Department has decided to formalize a Behavioral Policy. While we hope that the incidents of last summer are isolated events and that we do not need to enforce this policy, we feel it is important to have something in place should we need it. This item is on the agenda for review and approval for staff to utilize for all department programs.

Behavioral Policy

Mission Statement

Germantown Park and Recreation programs are places where all individuals can be provided with leisure and recreation opportunities, a place where individuals can feel safe and comfortable, and a place where individuals can feel included as part of a community.

Inclusion Policy

The Germantown Park and Recreation Department believes that all individuals should be provided with leisure and recreation opportunities. We have designed our programs to be versatile and various so that all individuals can have the same opportunities to make new friends, learn new skills, boost self-esteem, develop a healthier lifestyle, and have fun. Although many people achieve this through basic programming, others have greater needs that must be met in order to be successful in one of our programs. (see Supporting Individuals with Special Needs for more information.)

Behavioral Expectations

The Germantown Park and Recreation Department adheres to the following expectations within our programs:

- Individuals will demonstrate respect and care for the physical spaces in which our programs are held. The department is grateful to have use of spaces within our elementary schools and community.
- Individuals will demonstrate respect towards staff members and any individuals involved in providing the programming. The department is grateful to have staff members who care for and work hard for our participants.
- Individuals will demonstrate safe actions to others and self while attending our programs. The department is focused on keeping all participants safe and happy.
- Individuals will demonstrate a responsibility for their own actions, and an understanding of consequences (positive or negative) for those actions.

Major Behavior

The Germantown Park and Recreation Department defines major behavior as any behavior which causes immediate physical danger or harm to any participant, staff member, or individual within the program. It is any behavior which compromises the safety of any participant, staff member, or individual within the program. A major behavior is any behavior which causes damage to any of the physical spaces our programs are held within. It is any behavior which disrupts a program to the point that the program cannot run as planned. A major behavior is any behavior which is minor, but is repetitive in nature and becomes a repeated offense.

Some examples of major behaviors include, but are not limited to:

- Property Damage/Vandalism (putting a hole in a wall, ripping a permanent fixture from its place, destruction of materials)
- Unsafe Actions (throwing chairs, tipping tables, fighting/physical aggression)
- Running Away (leaving the classroom, leaving the premises)
- Physical Contact (putting hands on another participant or staff member with attempt to harm)
- Repeated Staff Managed Situations (significant defiance, significant disruption, significant disrespect)

Major Behavior Policy

The Germantown Park and Recreation Department will not tolerate the safety of its participants, staff members, or any individuals being compromised. Nor will it tolerate damage to physical spaces or program disruptions, including those that are minor but repetitive. Should a major behavior occur, the following procedure will be in place:

- The individual(s) and all participants will be separated to ensure safety of all involved.
- The individual(s)' parents will be called for immediate pick-up.
- The Program Coordinator and/or Recreation Supervisor will be called and will be present on site at the time of parent pick-up.
- The individual will be suspended for the remainder of the day and the following day. Money will be refunded for the full day of suspension only.
- Upon pick-up, the parent will sign the suspension notice form.
- Alternate plans, procedures, and accommodations will be made by staff as they debrief on how to support a successful return of the individual. These will be communicated with the parent prior to the individual's return.

Repeated Suspensions

Should a major behavior result in repeated suspensions, the following procedure will be in place:

- The individual, parents, Program Coordinator and/or Recreation Supervisor will have a meeting to set-up a plan for supporting the individual's success in the program.
- The Program Coordinator and/or Recreation Supervisor reserve the right to request parent assistance while the program is off site (fieldtrips, special events, etc.)
- Three suspensions within one month's time will result in removal from the program.

Removal from the Program

While the Germantown Park and Recreation Department aims to include all individuals in all aspects of our programs, certain behaviors require removal from our programs. The department reserves the right to remove an individual from any of our programs, when all reasonable accommodations have been made, and tried to fidelity, and the behavior remains unchanged.

Removal from the program is at the discretion of those in charge, but will be definite in the cases of:

- Any behavior that seriously injures any participant or staff member within in the program.
- Any behavior that significantly endangers the individual, other participants, or staff members.
- Three suspensions within one month's time.

Supporting Individuals with Special Needs

Special Needs Definition

The Germantown Park and Recreation Department defines special needs as any individual who require assistance for disabilities that may be medical, mental, psychological, or behavioral.

Inclusion Policy

The Germantown Park and Recreation Department believes that all individuals should be provided with leisure and recreation opportunities. We have designed our programs to be versatile and various so that all individuals can have the same opportunities to make new friends, learn new skills, boost self-esteem, develop a healthier lifestyle, and have some fun. Although many people achieve this through basic programming, others have greater needs that must be met to be successful in one of our programs.

Individuals with Special Needs

The Germantown Park and Recreation Department does not discriminate against or turn away participants with special needs. We believe that all individuals should receive the same opportunities to attend our programs. The department appreciates as much up-front communication regarding individuals with special needs. Being aware of special needs up front allows us to staff programs properly, inform and educate staff regarding special needs, make reasonable accommodations to our programs format, and provide the individual with a better chance of success in our programs.

The department works hard to consider the interests and needs of an individual participant, and the concerns of the family while working to provide accommodations that allow for successful inclusion for individuals with special needs. While the department does not discriminate against or turn away participants with special needs, it is not always possible for our program to meet an individual's specific special needs.

Principles of Inclusion

The Germantown Park and Recreation Department adheres to the following principles when working to support inclusion in our programs for an individual with special needs:

- Keep in mind the best interests of the individual, concerns and thoughts from the family included.
- Keep in mind the best interests of the other individuals in the program.
- Keep in mind the amount and level of reasonable accommodations that can be made to a program without changing its complete footprint.
- Keep in mind the amount of reasonable expectations placed upon staff members.
- Keep in mind the levels of training staff members have, and the amount of training that can reasonably be given in support.

Policies on Reasonable Accommodations

The Germantown Park and Recreation Department will work to the best of its ability, following the aforementioned principles of inclusion for individuals with special needs. We strive to make reasonable accommodations that keep in mind the best interests of the individual, while also keeping in mind the best interests of the rest of the participants, and staff members. If, after all reasonable accommodations have been placed and tried to fidelity, the program seems to be unfit to supporting the individual with special needs, the family and the department staff would meet to discuss the individual's continuation in the program.

January 22, 2018

GERMANTOWN PARK & RECREATION DEPARTMENT

REQUEST FOR BID PROPOSAL FOR PLAYGROUND EQUIPMENT

The Village of Germantown Park & Recreation Department is seeking bid proposals for a modular playground system, independent swing set, playground surfacing and related materials/installation as detailed and specified in the attached documentation and drawings.

SCOPE

The bid proposal shall consist of providing design, materials, surfacing, and installation for the re-development of the playground area at Spassland Park in the Village of Germantown. While traditional post and deck composite playground proposals are desired, vendors are also **encouraged to use creativity** in the design and explore the use of non-traditional play elements and aesthetic treatments such as GFRC wrapped posts, climbing structures, slides, etc. All equipment must consist of new and unused material (no wood will be permitted). The proposal shall also include the provision of engineered wood fiber resilient safety surfacing around all equipment as indicated in the specifications and drawings. The proposal must meet or exceed ASTM F1487-95; the latest edition of the Handbook for Public Playground Safety, published by the Consumer Product Safety Commission; and the most recent requirements and intent of the Americans with Disabilities Act (ADA) for accessibility, play components and design.

PROPOSALS

Sealed bids will be received by the Village at the office of the Park & Recreation Department, N112 W17001 Mequon Road, Germantown, WI 53022, no later than 4:30 p.m., Central Daylight Time, on Friday, March 2, 2018. The proposal form furnished by the Village shall be properly executed by the bidder. The Village reserves the right to reject any and all bids and to select the bid best suited to its purpose. All proposals shall remain firm and may not be withdrawn for a period of 60 days after the opening date without the consent of the Village of Germantown. Installation of the approved equipment and surfacing must be completed no later than September 15, 2018.

Mark Schroeder
Director of Park & Recreation

VILLAGE OF GERMANTOWN
SPASSLAND PARK PLAYGROUND PROPOSAL
BID REQUIREMENTS AND CONDITIONS
SECTION 1
PAGE 1

1.00 SCOPE AND CLASSIFICATION

The Village of Germantown Department of Park & Recreation is soliciting proposals for the design, furnishing of materials, and installation of playground equipment for the re-development of the playground area at Spassland Park as specified herein and indicated below:

- Approximate area: Haupt Strasse Park ± sq. ft. (see attached Site Plan). Area to include two zones for age separation (2-5) and (5-12) within the approximately ' x ' area.
- Required equipment:
 - Play structures suitable for ages 2-5 and 5-12
 - Independent Swing set – See specifications 2.00-D-2
 - Auxiliary stand alone play pieces
 - Park benches, expanded metal to match playground equipment – 3 benches

Other:

- Access to the play structure may be achieved through transfer points or modules.
- The bid proposal shall include the provision of an engineered wood fiber, full absorbing, resilient safety surfacing as required for the designated area where the new equipment will be located.
- No wooden play equipment will be allowed.
- The use of recycled materials is encouraged.

The Germantown DPW/Parks staff will be responsible for the following:

- Removal of existing equipment
- Preparation of site
- Installation of underdrain system
- Construction of concrete apron/border, and pathway to the paved trail system
- Installation of park benches
- Finish landscaping around project site other than what is listed in the Technical Specifications, Section 2.02, Item B.3.

1.01 EXAMINATION OF PLANS, SPECIFICATIONS AND WORK

The bidder is required to examine carefully the site of the proposed work, the proposal, plans, specifications and contract forms prior to submitting a bid. The submission of a proposal shall be considered conclusive evidence that the bidder has made such examination and is satisfied as to all the conditions, contingencies, provisions and requirements of the contract documents.

1.02 PREPARATION OF PROPOSALS AND FORM OF BID

- A. The bidder must submit the proposal on the forms furnished and here unto attached. The bidder shall specify unit prices and a lump sum price for each of the separate items called for in the proposal form and the gross sum to perform all the work specified. All writing shall be done in ink.

VILLAGE OF GERMANTOWN
SPASSLAND PARK PLAYGROUND PROPOSAL
BID REQUIREMENTS AND CONDITIONS
SECTION 1
PAGE 2

- B. The bidder must sign the proposal correctly. If the proposal is offered by an individual, name, office and post office address must be shown; if made by a firm or partnership, office and post office addresses of each member of the firm or partnership must be given. If offered by a corporation, the person signing the proposal must give the name of the State under which the corporation was chartered. Anyone signing the proposal as agent must file legal evidence of authority to do so, and the signature is binding upon the firm or corporation.
- C. Design Plans - All proposals must include a design plan at a scale of 1 inch equals 10 feet (or similar architectural scale) for the play structures. The area design plan must also show the complete layout of the play structures with all the attached components, swing set, any proposed free standing equipment and indicate the required use zones for the equipment with a square footage calculation of surfacing material required for the area. The design plans shall also include a clear concise list of all proposed play components. **Bidder shall include their name and vendor number on their respective design plans.** Failure to provide these plans with the bid will result in the rejection of the bid. A three-dimensional perspective drawing of each modular play structure must also be submitted. **Multiple designs may be submitted if contractor so desires.**
- D. The following additional items are required with the proposals:
- Factory warranty
 - Insurance Certificate for manufacturer and distributor
 - List of area installations with phone numbers
- E. The complete proposal (containing the bid proposal form, the design plan, and the additional items listed above in 1.02-D) shall be placed in a sealed envelope so marked as to indicate the description of the work to which it applies and the name of the bidder. Proposals will be received at the place designated in the official notice until the hour and the date specified.

1.03 BID COST CEILING

Bid prices for this work shall include all design services, furnishing of materials, and installation and shall not exceed the following bid ceiling:

	<u>Not to exceed</u>
<u>Spassland Park Playground Area (Ages 2-5 and 5-12)</u>	\$75,000
(Play structures, swing set, free standing equipment/materials, installation, benches, engineered wood fiber surfacing) NOTE: Installation of benches and wood fiber by Village.	

1.04 CONSIDERATION OF PROPOSALS

After the proposals have been opened and reviewed for compliance, they shall be considered by the Village of Germantown Park & Recreation Commission, and Common Council for award. The award of the bid shall be based upon the total aggregate proposal utilizing the following evaluative criteria:

- A. Overall Impression and Visual Appeal of Proposal and Equipment
B. Play Value

VILLAGE OF GERMANTOWN
SPASSLAND PARK PLAYGROUND PROPOSAL
BID REQUIREMENTS AND CONDITIONS
SECTION 1
PAGE 3

- quality vs. number of components (including any proposed free standing equipment)
- C. Layout/Design
 - accessible features and method of access
 - variety of play events
 - circulation
- D. Maintenance
 - durability/performance
 - use of recycled materials
- E. Safety
 - fall zones, platform heights, slide design, play components, enclosures, circulation patterns
- F. Cost
- G. Warranty and Insurance

Until the final award of the contract, the Owner reserves the right to reject any or all bids, to waive technicalities in bidding, or to advertise for new bids.

Before any contract is awarded the bidder may be required to furnish a complete statement of the origin, composition, and manufacture of any or all materials to be used in the construction of the work, together with samples, which may be subjected to tests, to determine their quality and fitness for the work.

1.05 REJECTION OF PROPOSALS

The Village reserves and has the right to reject any and all proposals. Proposals may be rejected if they show any alterations of form, additions or amendments not called for, conditional or alternate bids unless called for, incomplete bids, erasures, or irregularities of any kind. Proposals in which the unit prices for other items, or proposals in which unit prices are not submitted for each item of work listed may be rejected. The Owner reserves the right to waive technicalities as to changes, alterations, or reservations, to delete work items from the proposal, and to make the award to the bidder(s) whose proposal is deemed most advantageous to the Owner.

1.06 COMPETENCY OF BIDDERS

The bidder must, if requested, satisfy the local governing body of his practical and financial ability to perform the work on which the bids. The Owner reserves the right to disregard the bid of any bidder who is, in the judgment of the Owner or municipality, incompetent or otherwise unreliable for the performance of the work on which he bids.

1.07 AWARD OF CONTRACT

- A. The Contract shall be deemed awarded when a written notice of award and/or purchase order is delivered to the address of the bidder given in the proposal.

1.08 DEADLINE FOR DELIVERY OF PRODUCTS AND SERVICE

- A. Award of this contract is scheduled for approval by the Germantown Village Board on Monday, May 7, 2018.
- B. All of the required play equipment must be available for delivery for start of installation work within eight (8) weeks, or sooner, from the date of the Village of Germantown issuing a formal purchase order and notice to proceed.
- C. The complete installation of all required play equipment must be completed no later than September 15, 2018, unless otherwise approved in writing by the Village of Germantown.

1.09 PROJECT SCHEDULE

January 22, 2018 - Bid Proposals requested from selected playground companies.

March 2, 2018 - Bid Proposals due by 4:30 p.m.

March 21, 2018 – Preliminary review of design proposals by PRC

March 28 – April 16 – Playground design options available for public review in Village Hall, and on the department Facebook page

April 18, 2018 - Recommendation by the Park & Recreation Commission

May 7, 2018 - Village Board Contract Award (Notice of Award May 8)

May 10, 2018 - Place order for play equipment

2.00 GENERAL REQUIREMENTS

- A. Scope of Work - The overall scope of work shall consist of providing design, equipment, and installation for the re-development of the playground area at Spassland Park.
- B. Applicable Documents
1. All new playground equipment shall verifiably meet or exceed the most current applicable guidelines and standards for public playground equipment set forth in the "Standard Consumer Safety Performance Specifications For Playground Equipment For Public Use," Designation F1487-95, of the American Society for Testing and Materials (ASTM) and the most current edition of a "Handbook For Public Playground Safety," publication no. 325, of the Consumer Products Safety Commission (CPSC).
 2. All equipment shall meet or exceed the most current applicable guidelines set forth in the Americans With Disabilities Act (ADA). Vendors must indicate the percent of the play structure that is accessible according to ADA guidelines. This percent must be legitimate and verifiable. Vendors must clearly display this percent on their submitted Design Plans for the proposed modular play structures.
Note: Access to required modular play structure may be achieved through transfer points or modules.
- C. Design Plans
1. A Site Plan with future play area dimensions has been provided as part of this proposal solicitation which indicates the location for the proposed structures/equipment.
 2. Using the Site Plan provided, each bidder shall provide a design plan at a scale of 1 inch equals 10 feet. The design plans must show the complete layout of the play structures with all the attached components, swing set, any proposed free-standing equipment, and indicate the required use zones for the equipment. The design plans shall also include a clear concise list of all proposed play components.
 3. Each bidder shall design and lay out an accessible route to the required transfer point/module.
 4. Engineered Wood Fiber Resilient Safety Surfacing - The Bidders shall show on the Design Plans all areas proposed to be covered by resilient engineered wood fiber material.
- D. Minimum Play Structure/Area Components
1. The design of the modular structures and proposed play activities, including any free-standing equipment, is at the discretion of the vendor subject to allocated space and bid cost ceilings. Like activities or sensations must be accessible for disabled.
 2. Independent Swing Set - Provide a minimum total of 6 swings as follows: Three (3) slash-proof belt seats, Two (2) slash-proof full bucket seats, and one (1) Zero G Chair.
 3. Exclusion - The following play components shall not be included or provided in the design:
 - Roller style slides
 - Metal slides or slide beds, including stainless steel

- Bubble and Tick Tac Toe Panels
- Wooden play components of any kind, including decks, wall panels, climbing arches, etc.

2.01 MINIMUM MATERIALS SPECIFICATIONS FOR PLAY EQUIPMENT AND RELATED PRODUCTS

- A. All materials shall be structurally sound, suitable for safe play, and meet the most current standards and guidelines of the ASTM and CPSC. Quality and durability shall be ensured on all components and materials. IPEMA and ISO-9001 certification are recommended, but are not mandatory.
- B. Hardware (Fasteners) - All structural and primary fasteners shall be stainless steel or zinc plated so as to be corrosion resistant, and tamper proof in design. All hardware necessary for complete assembly shall be provided.
- C. Bolt Links/Double Clevis - Bolt links shall be steel forging with a zinc alloy finish and supplied with a 3/8" x 1-1/4" hex-pin limited thread bolt. Fasteners are a 7/16" x 2-7/16" hex head limited thread bolt and a 3/8" x 1-1/4" hex-pin limited thread bolt.
- D. Posts - All main play structure posts shall be aluminum or steel with post length varying depending upon intended application. All posts shall be powdercoated or finished with GFRC (refer to powdercoating section of this specification). All posts shall have a "finish grade" mark located on the outside of the post identifying the exact bury line required for correct installation. All posts, whether aluminum or steel, shall be a minimum 3.5" O.D.
- E. Post Caps - Top caps for all posts shall be cast aluminum and powdercoated/finished to exactly match the color of the post. Caps made of U.V. stabilized, injection molded polypropylene or polyethylene, in colors to exactly match the color of the post, will be allowed. All post caps must be factory installed using self sealing, corrosion and tamper resistant rivets.
- F. Post Clamps - All post clamps shall be constructed of cast aluminum alloy. All clamps shall be designed to minimize protrusions. Corrosion and tamper resistant fasteners shall be used to retain clamps. Cast steel clamps will be allowed, provided they meet the minimum material strength tolerances stated above and are zinc, zinc-nickel, and/or cadmium plated before powdercoating. Steel clamps must be warranted for a minimum of 15 years as stated in Section 2.04-A-2.
- G. Decks - All decks shall be of modular design constructed of twelve (12) gauge (minimum) carbon steel. Holes or patterned perforations shall be provided on the deck surfaces to provide for water drainage and circulation of air and sunlight. Deck surface holes or perforations small enough (1/4 inch diameter for example) to prevent children's fingers/toes from becoming entrapped or injured are preferred for safety, functionality and overall aesthetics.

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All deck materials shall be thoroughly cleaned and then primed with an acrylic thermosetting solution. Primed parts shall be preheated prior to dipping in U.V. stabilized, liquid poly vinyl chloride solution or U.V. stabilized, liquid vinyl plastisol solution. The finished coating shall be a minimum of 100 mils thick, at an 85 durometer hardness and have a matte or gloss finish. All coatings shall be oven or salt cured. No uncoated metal decks will be accepted. Bidder shall provide written information on available standard and optional colors.

- H. Polyester Powdercoating - All metal components shall be powdercoated (unless finished with GFRC) and shall be free of excess weld and spatter. Parts shall then be thoroughly cleaned in a phosphate bath or wash and sealed with non-chrome sealer for corrosion resistance, then thoroughly dried. Powdercoating shall be electrostatically applied and oven cured at 400 degrees Fahrenheit for a minimum of 20 minutes.

The finish powdercoating shall have a mar resistant finish with a maximum exterior durability, having the very best adhesion characteristics available. Polyester powdercoating shall meet or exceed ASTM standards for:

- Adhesion (D-3359B)
- Hardness (D-3363)
- Flexibility (D-1735)
- Impact (D-2794)
- Overbake Resistance (D-2454)
- Salt Spray Resistance (D-117)

Bidders shall provide written information on available standard and optional colors. The Germantown Park & Recreation Department reserves the right to select colors, as it desires, without altering submitted bid costs, except if requested colors are not available.

- I. Rotationally Molded Poly Materials – Rotationally molded plastic parts shall be manufactured from color compounded, linear, low-density polyethylene with an average of .250" wall thickness and textured non-sliding surfaces. Plastic parts shall be UV stabilized to UV-15, and shall have a density of 0.935 per ASTM D-1505. Plastic parts shall have a tensile strength at yield no less than 2500 psi with flexural modulus of 87,200 psi. Slides shall be an average of ¼" thick, linear, low density, rotationally molded, UV stabilized polyethylene with double wall construction. Bidder shall provide written information on available standard and optional colors.

J. Surfacing Materials

1. Surfacing material shall be engineered wood fiber.
2. Bidders shall show on the Design Plan all areas proposed to be covered by surfacing material with minimum coverage over designated playground area use zones.
 - a. All resilient surfacing materials shall comply with Consumer Product Safety Commission guidelines, the ASTM and the American With Disabilities Act (ADA) for the provision of accessible surfaces for use by children of all ages and by individuals in wheelchairs. Total thickness must be determined by the vendor to meet all fall height safety requirements, per the design of the play equipment used.

- b. Bidder shall provide complete and detailed product description and information with bid submittal.

2.02 INSTALLATION

A. General

1. Work Included - The playground installation contractor's work shall include all labor and materials and related items necessary to perform the layout and installation of play equipment as specified and shown on the proposed design plans.
2. Equipment Installer Qualifications – An experienced installer authorized by the manufacturer shall install the provided equipment. Installer shall have a minimum of 5 years installation experience. Installer shall be familiar with local building codes, and the latest playground safety guidelines.

B. Project Close Out Requirements

1. At completion of installation, an initial Safety Audit shall be performed by the Manufacturer with a copy provided to the Village. The Manufacturer shall also provide the Village with an Equipment Safety checklist upon project completion and following initial Safety Audit.
2. Adjustment, Maintenance, Clean-up
 - a. The contractor shall adjust all equipment so as to operate properly in the manner intended.
 - b. The contractor shall leave the work area in a clean and acceptable condition as determined by the Village.
3. Damage Restoration - The contractor shall be responsible for the repair or restoration of any damage to the park site or facilities caused by the contractors. This includes damage to park vegetation and turf grass outside of the designated work area.

2.03 INSURANCE

A. Product Liability

The play equipment manufacturer shall carry in full force, complete product liability insurance covering all play systems, play structures and independent play equipment. The limits of this coverage shall be no less than \$1,000,000.00 per occurrence. As proof of coverage, a certificate of insurance shall be provided as part of the bid submittal.

B. Installation

If awarded a contract for the installation of playground equipment or other installation work, the successful vendor and/or contractor must carry, for the life of their contract with the Village of Germantown, the insurance coverage as specified below. Before commencing any work, the vendor and/or contractor shall furnish the Village a certificate of insurance in a form satisfactory to the Village. The Village shall be named as an additional insured.

General Liability \$1,000,000/\$1,000,000

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Completed Operations	\$1,000,000/\$1,000,000
Automobile	\$1,000,000/\$1,000,000
Workers comp	\$1,000,000/\$1,000,000/\$1,000,000
Excess Liability	\$1,000,000

The Village of Germantown is to be indemnified and held harmless from all accidents arising out of vendor's and/or contractor's work or operations.

2.04 GUARANTY-WARRANTY

A. Manufacturer

The **minimum** acceptable manufacturer's limited product warranties shall be as follows:

1. **50** years for all stainless-steel fasteners, aluminum posts, clamps, beams and caps against structural failure due to corrosion/natural deterioration or manufacturing defects.
2. **15** years for all plastic and steel components against structural failure due to corrosion/natural deterioration or manufacturing defects.
3. **5** years on all paint and powdercoated/GFRC finishes, protective coatings, and poly-vinyl-chloride coatings against chipping, peeling, fading or other failure not related to standard, intended use or acts of vandalism.
4. **3** years on all moving parts and any other parts not covered by the above stated warranties.
5. **Pro-rated** warranties will not be accepted.

A complete copy of the most current and applicable manufacturer's product warranty must be included with the proposal.

B. Installation

1. The Contractor shall and hereby does warrant all work performed by sub-contractors. The Contractor shall, in case of work performed by subcontractors and where guarantees are required, secure warranties from said sub-contractors and deliver copies of same to the Owner upon completion of the work.
2. The Contractor shall and hereby does warrant all work performed directly and for which guarantees are required in the sections of these specifications. In any case, all work shall be guaranteed for a period of not less than one (1) year from the date of substantial completion.

Village of Germantown
Park & Recreation Department

PROPOSAL FOR: SPASSLAND PARK PLAYGROUND EQUIPMENT AND SURFACING

Proposals must be received by 4:30 p.m. at the Germantown Park & Recreation Department, N112 W17001 Mequon Road, Germantown WI 53022, on March 2, 2018.

All proposals shall remain firm and may not be withdrawn for a period of sixty (60) days after the 2nd of March, 2018.

TO: Mark Schroeder
Director of Park & Recreation
Village of Germantown
N112 W17001 Mequon Road
Germantown, WI 53022

We, the undersigned, propose to furnish and install for the Park & Recreation Department of the Village of Germantown, Wisconsin, the following playground equipment and materials as herein specified by us in accordance with the Village's minimum specifications and with the specifications we have hereto attached:

	<u>Unit Cost</u>	<u>Total Cost</u>
<u>SPASSLAND PARK</u>		
Play Equipment*	_____	_____
Swing Set*	_____	_____
Other free-standing equipment: (list*)		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Furnish Engineered Wood Fiber	_____	_____
Surfacing as per Design Plan – Total # Cubic Yards (ordered and installed by Owner)		
TOTAL NET PROPOSAL		_____

*Indicates total delivered and installed price

DATE OF EQUIPMENT AVAILABILITY FOLLOWING PURCHASE ORDER: _____

BID SUBMITTED BY: _____ DATE: _____
Print Name Signature

COMPANY: _____

ADDRESS: _____ PHONE: _____

NOTE: If you have any questions regarding the proposal or specifications, please contact Mark Schroeder, (262) 250-4710.

FURTHER NOTE: BID ENVELOPE IS TO BE CLEARLY MARKED **“BID PROPOSAL FOR SPASSLAND PARK PLAYGROUND EQUIPMENT PROJECT”** AND IS TO BE DELIVERED TO THE DEPARTMENT OF PARK & RECREATION OFFICE AT GERMANTOWN VILLAGE HALL, N112 W17001 MEQUON ROAD, GERMANTOWN WI 53022 BEFORE 4:30 P.M., FRIDAY, MARCH 2, 2018.

Spassland Park Playground Timeline



January 17, 2018	Request direction from the Park & Recreation Commission (PRC) on project and vendor selection process.
January 22, 2018	Send Request for Proposals to selected playground vendors requesting design options based on recommendation from PRC and budget parameters.
March 2, 2018	Playground Proposal Deadline.
March 21, 2018	Preliminary review of design proposals by PRC.
March 28 – April 16	Playground design options available for public review in Village Hall, and on the department Facebook page.
April 18, 2018	Final Review of playground design proposals and recommendation from PRC.
May 7, 2018	Village Board review and approval of PRC recommendation.
May 8-11, 2018	Award Contract, order playground equipment.
August 2018*	Removal of existing equipment, and preparation of site (DPW/Parks staff).
August/September*	Installation of equipment by contractor.
September 2018*	Add drain tile (as necessary), wood fiber safety surfacing, concrete apron/border, asphalt pathway, and final site restoration (DPW/Parks staff).
September 15, 2018*	Completion of project.

*Final date TBD



Germantown Park and Recreation Department
N112 W17001 Mequon Road
P.O. Box 337
Germantown, Wisconsin 53022-0337

(262) 250-4710 Fax (262) 255-2920
Information Line (262) 250-4711

*Park & Recreation Commission
2018 Meeting Dates*

<i>Wednesday, January 17</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, February 21</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, March 21</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, April 18</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, May 16</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, June 20</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, July 18</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, August 15</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, September 19</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, October 17</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, November 21</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>
<i>Wednesday, December 19</i>	<i>Village Hall Conference Room "A"</i>	<i>5:30 P.M.</i>