

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, FEBRUARY 21, 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:** January 17, 2018
- 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. **INTRODUCTION & WELCOME TO STEVE KREKLOW – VILLAGE ADMINISTRATOR**
- VI. **OLD BUSINESS:**
 1. 2018 Park & Recreation Capital Improvements Fund Budget
 2. Spassland Park Playground Equipment Project
 3. Firemen's Park Design Plans – Review & Recommendation on Request for Proposals, Project Timeline & Park Facility Design Firms
 4. Germantown Park & Recreation Program Behavior Policy – Review & Approval
- VII. **NEW BUSINESS**
 1. 2018 Summer Recreation Programs – Update on program locations and schedule
- VIII. **VILLAGE BOARD:**
- IX. **SCHOOL BOARD REPORT:**
- X. **DIRECTOR'S REPORT:**
- XI. **ANNOUNCEMENTS OF PUBLIC INTEREST:**

The next Park & Recreation Commission meeting will be **March 21st @ 5:30p.m.**
- XII. **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
January 17, 2018**

CALL TO ORDER: The meeting was called to order at 5:30 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Depies, Trustee Rep. Miller (arrived at 5:33 p.m.), Knop, Stapelman and School Board Rep. Ray Borden. Also present were Director Schroeder, Program Supervisor Katie Rodger and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Depies, seconded by Borden to approve the minutes of November 15, 2017 as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE**
- V. OLD BUSINESS**

- 1. 2018 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** - At the January 16th, 2018 meeting, the General Government & Finance Committee recommended to the Village Board to approve the 2018 CIP Budget. The Village Board will review and approve the CIP Budget at the February 5th meeting. A total of five capital projects totaling \$270,00 were included in the 2018 CIP Budget including: Spassland Park Play Equipment- \$90,000, Spassland Park Basketball Standards - \$30,000, Fireman's Park Shelter Design - \$20,000, Firemen's Park Improvements (pathways and lighting) \$75,000, and Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

VI. NEW BUSINESS

- 1. KID'S KLUB BEFORE & AFTER SCHOOL PROGRAM – 2018 SUMMER PROGRAM FEES – REVIEW & APPROVAL** – Katie stated that the department has spoken with St. Boniface and they are willing to house the Tyke Site Program for \$10.00 a day per classroom use. The Tyke Site fee will be increased by \$1.25 which will help cover the cost of the facility use fee. At this point the department has come up with a fee range dependent on our location and the fee we may be charged for use. We have reached out to several area organizations/businesses/churches for facility/room usage. New this year will be a per week rate option. There will still be a daily rate which will be at a slightly higher rate.

*Motion by Leukert, seconded by Borden to accept the proposed Summer 2018 Kid's Klub Before & After School Program fees as presented.
Motion unanimously carried.*

- 2. GERMANTOWN PARK & RECREATION PROGRAM BEHAVIOR POLICY – REVIEW & APPROVAL** – Katie stated these policies are coming forward due to issues that occurred during Summer 2017 Kid's Klub. School Board Rep. Borden stated that every household enrolled in the program be required to read and sign the policy that they have acknowledged it. Borden stated that the department should look in to having their staff trained properly in EED/Special Ed for when you have incidents they know how to properly restrain them. Borden advised staff to contact the district and go through the training along with the district staff. Borden recommended to have the Village Attorney look over the new policies for legal purposes.

School Board Rep. Borden excused at 6:15 p.m.

- 3. SPASSLAND PARK PLAY EQUIPMENT PROJECT – AUTHORIZATION TO SEND REQUEST FOR PROPOSALS (RFP) TO PLAYGROUND VENDORS** – Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. The goal is to send the RFP to selected playground equipment vendors the week of January 22nd with a proposal deadline of March 2nd. The project timeline incorporates an opportunity for public review and comment. The bid review and approval process will take in place in March/April with equipment ordered in May, with installation/site restoration completed in September. Commissioner Depies stated that he would like to see a sentence added to the "Deadline for Delivery of Products and Service" regarding not meeting the deadlines and if you do not have approval in writing from the Village of Germantown you are responsible for liquidated damages.
- 4. FIREMEN'S PARK DESIGN PLANS – AUTHORIZATION TO SEND REQUEST FOR PROPOSALS (RFP) TO PARK FACILITY DESIGN FIRMS -**
The department is interested in gathering proposals from qualified firms that are interested in providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park.

This RFP Project consists of producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans should also take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities.

The goal is to send the RFP to selected engineering/architectural firms the week of January 22nd, with a proposal deadline of February 16th, with initial review of proposals by the Park & Recreation Commission at the February 21st meeting. The Commission stated that they would like the following changes made to the RFP draft: On page 2, Cost of Services, Phase One: change the 1st sentence to; The proposal should include a fee proposal with not-to-exceed for Phase 1 fees including. Phase 2 add a statement to the effect of; in vision working with the same as firm as Phase 1 but, will be negotiated. On page 3, under Cost of Services & Contract, 1st sentence should read; consultant to provide "Not to Exceed" cost figures based on Phase 1 services Cost of Services section of the project RFP. Phase 2 further discussed as project moves along.

Brian Depies and Steve Stapelman stated they would be willing to be on the "Selection Committee".

5. 2018 PARK & RECREATION COMMISSION MEETING CALENDAR –

Please let the Commission know if any dates do not work or if changes are needed for Summer.

VII. VILLAGE BOARD REPORT: Rick stated the Village Board hired a new Village Clerk, Deanna Boldrey and a Deputy Clerk, Michelle Tucker. There is currently one vacant position for an additional Deputy Clerk/Management Analyst in which the Village is currently advertising for. JW Speaker TID District was approved. Sewer and water on Goldendale, North to railroad crossing will be going in. There were two Public hearings this past Monday night. The Village Board has given Top Leaf Development a positive feedback for constructing a 42-lot subdivision South of Freistadt, North of Elm and West of Wausaukee Road. This subdivision will be well and septic. Top Leaf Development will be going back to the Planning Commission for further discussion. There will be 1 Trustee District up for re-election that is Alan Campbell who will be running against former Village Trustee Daniel Wing. Mai Fest will be held at Friedenfeld Park for 2018. The tent will be placed at the front of the parking lot near the football field. The Mai Fest Committee is working with Kicker's Soccer to hold a soccer tournament during the event. The Germantown Scholarship Fund Auction is February 1st.

Trustee Rep. Miller excused at 7:10 p.m.

VIII. SCHOOL BOARD REPORT: Borden stated the building process is moving forward. Thanked the department for meeting with the Swim Club. JW Speaker will be a Tech Ed sponsor. The District is looking at "Branding" (marketing) the district. The district will be adding a resource period, which will add 10 minutes onto the school hours. January 29th is the next School Board meeting and it will be held in the new auto shop at the high school.

IX. DIRECTOR'S REPORT:

Haupt Strasse Park Play Equipment Project – The contract was approved in May with the playground equipment ordered in June 2017. Due to various vendor production & scheduling delays, delivery was pushed back several months. The playground equipment was delivered on December 4th, and will be stored by the village until site preparation, equipment installation, and site restoration can be completed in Spring 2018.

Kinderberg Park Basketball Court Project – The paving of the basketball court was completed in late September. Following installation of the basketball standards, and necessary asphalt cure time 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. The court was open for public use last Fall, with final touch up restoration in Spring 2018.

2018 Park, Recreation Operating & Capital Improvements Fund Budgets – At the January 16th, 2018 meeting, the General Government & Finance Committee recommended to the Village Board to approve the 2018 CIP Budget. The Village Board will review and approve the CIP Budget at the February 5th meeting. A total of five capital projects totaling \$270,00 were included in the 2018 CIP Budget including: Spassland Park Play Equipment- \$90,000, Spassland Park Basketball Standards - \$30,000, Fireman's Park Shelter Design - \$20,000, Firemen's Park Improvements (pathways and lighting) \$75,000, and Senior Center Van Replacement - \$55,000, offset by approximately \$29,000 in Senior Van Replacement Fund Monies.

2017 Fall Tree Planting Project - Century Landscape began work on the fall tree planting project on October 16th. The project included 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.

Dheinsville Park Tree Planting - A planting plan was created that included 49 potential planting sites along the north and east edges of the park. Thanks to the generosity of **Wendland Nursery**, who donated plant stock and labor, 14 trees were planted in late November as Phase 1 of the project.

2018 Consulting Arborist Contract - At the January 15th Village Board Meeting, approval was given to contract with Wachtel Tree Science & Service to serve as consulting arborist for 2018 based on an annual contract amount NTE \$15,000.

Tree City USA – 2017 Application for Certification - Staff submitted the 2017 application to the WDNR by the 12/31/2017 deadline. The village has successfully met all requirements of the program. The report has now been submitted to the Arbor Day Foundation for final approval.

Alt Bauer Park Forestry/Pathway Project - DPW/Parks crews started work in the park the week of December 18th. The project includes removal of underbrush, invasive species, as well as dead and/or dying trees. A forestry mower has been utilized to clear along the pathways with the goal of providing a 10' buffer on each side of the path. Once the area has been widened, crews will be adding fresh stone to the pathways.

Gehl's Performing Arts Pavilion in Fireman's Park - The Village Board approved the Development Agreement with the Kiwanis Club on December 18th. Project construction started on December 19th. To date, silt fence and the tracking pad/haul route have been installed and excavation completed. During the week of January 8th – 12th, the footing forms were installed, the concrete footings poured on January 10th, and backfilled with stone on January 11th. Work has now started on the forming for the walls.

Haupt Strasse Park Scoreboard - The baseball/softball scoreboard was delivered and installed the week of December 11th. Final electrical work will be completed in the Spring. Project funding includes a \$5,000 grant from the Baseball Tomorrow Fund.

Spassland Park Play Equipment Project - Included in the meeting packets is the draft Request for Bid Proposal and Project Timeline. The goal is to send the RFP to selected playground equipment vendors the week of January 22nd with a proposal deadline of March 2nd. The project timeline incorporates an opportunity for public review and comment. The bid review and approval process will take in place in March/April with equipment ordered in May, with installation/site restoration completed in September.

Firemen's Park Shelter Design Plans – The department is interested in gathering proposals from qualified firms that are interested in providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park.

This RFP Project consists of producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans should also take into consideration pathway locations, electrical service for special event vendors, and security lighting to connect all park amenities.

The goal is to send the RFP to selected engineering/architectural firms the week of January 22nd, with a proposal deadline of February 16th, with initial review of proposals by the Park & Recreation Commission at the February 21st meeting.

County Line School Volleyball Floor Sleeves - School District and Park & Recreation staff have engaged in discussions regarding installation of volleyball floor sleeves for the new gymnasium at County Line School. The school district currently owns volleyball equipment (standards & nets) that are not being used that would be moved to County Line School. The volleyball systems would serve students in the physical education program, as well as participants in the Park & Recreation Department's Youth Volleyball League Program.

A proposal of \$3,585 was received from Weimer's Specialized Installation & Repair Service, Inc. for materials and labor to install six (6) volleyball floor sleeves and cover plates. This project would be funded through monies in the Germantown School District line item of the Village's Recreation Facility Fee Fund. Following approval by school administration, this item was brought before the Village General Government & Finance Committee for review and approval on December 19th. A purchase order has been issued with installation coordinated by school staff and the building construction contractor.

Commissioner Depies excused at 7:15 p.m.

Germantown High School Pool – Preliminary Discussion w/School District & Swim Club – On January 10th, staff had the opportunity to meet with Ric Ericksen, Director of Business & Auxiliary Services, and representatives from the local Swim Club organization. The Swim Club has expressed an interest in utilizing the new pool facility under construction at GHS, and has made a formal presentation to the Board of Education. The meeting was an opportunity for each organization to share future programming desires in hopes of shared use of the new facility for the community. The mission of park and recreation would be education/lesson based/intro to swim, while the Swim Club mission is to teach and train students for competitive swim opportunities. The two groups will be meeting in the near future to further discuss programming interests.

2018 4th of July Firework's Contract - On December 18th, the village board approved the 2018 contract with Bartolotta's Fireworks Company. The Kiwanis Club of Germantown has again agreed to be co-sponsor with the village.

Recreation Division Report

There are 35 programs starting in January including: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Poms, Power/Pixies Poms, Tae Kwon Do, Yoga, Yoga Trial Class, TRX, Boxenfit, Body Basics, Restore Your Core, PULSE, Pilates Mat, Sporties for Shorties, Afterschool Volleyball (4 sites), Learn to Skate, Into to Hockey, Belly Dancing, Archery, Girls Softball Hitting Clinic, Indoor Tennis, Oodles of Art, Preschool Playgroup, Zumba, Explore Martial Arts, Kids Choir, Therapy Dog Screening, Pickleball, Music Fun, Music Fun for Babies, Music Fun for Families, Home Safety, Senior Citizen Self Defense, and the Teen Field Trip to Kalahari.

Programs cancelled due to low enrollment: Scrapbooking Crop, Story Stretchers

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures organized a field trip to Kalahari Indoor Water park on Friday, January 12th. Trip is for teens grades 6-12 with over 75 youth attending.

Snowman/Snow Creature Building Contest: The department is looking for the best snowman/creature builders in the Village. To enter families simply have to pre-register and submit a photo of their masterpiece with the builder(s) standing by it. Deadline to submit photos is February 16th. We look forward to seeing the creative entries!

Friday Family Flicks: We will hold our Friday Family Flicks program at MacArthur School on Friday, February 16th featuring the movie "Trolls". Staff will have some fun crafts for the kids to do before the movie. Again, this year, the PTA and First Bank Financial Centre are sponsoring the event, and Germantown Youth Futures kids will volunteer.

Summer planning: Staff is busy planning summer activities, and trying to find locations for programs usually held in schools. Summer will be unusually long this year, with school ending May 25th and then not starting back up in fall until September 10th.

X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held February 21st @ 5:30 p.m.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:34 p.m.



Shannon Lemke
Secretary

Spassland Park Playground Timeline



January 17, 2018	Request direction from the Park & Recreation Commission (PRC) on project and vendor selection process.
January 25, 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

February 26, 2018

The Village of Germantown Park & Recreation Department is in the process of selecting a consultant to provide professional design services. The project involves architectural and engineering services for the design of a new park shelter/restroom/multi- purpose building for Firemen's Park.

Your firm is invited to submit a proposal per the following project scope of work and requirements. A Pre-Submittal Meeting has been scheduled for Wednesday, March 14th at 4:00 p.m. at the Germantown Senior Center located in Firemen's Park. Your sealed proposal must be received by the office of the Germantown Park & Recreation Department by 11:00 a.m. Thursday, March 29th, 2018.

Should you have questions, please contact me at (262) 250-4710, or by email at mschroeder@village.germantown.wi.us.

Sincerely,

Mark Schroeder, Director
Germantown Park & Recreation

REQUEST FOR PROPOSAL

DESIGN SERVICES - MULTI-PURPOSE SHELTER BUILDING FIREMEN'S PARK GERMANTOWN, WISCONSIN

INTRODUCTION

The Village of Germantown, Department of Park and Recreation, is seeking proposals from qualified firms that are interested in providing design services for a multi-purpose shelter building, and related site improvements for Firemen's Park.

Firms will be selected for this project based on criteria as stated in the RFP. The Village of Germantown reserves the right to select any firm/proposal that it deems to be in the best interest of the Village. Cost is one of several evaluation criteria. The Village may choose not to select the proposal with the lowest cost. No reimbursement will be made for costs incurred during preparation of the proposal. Only firms submitting proposals by the deadline will be considered. The proposals are due by Thursday, March 29th at 11:00 a.m.

Germantown Park & Recreation Department
Mark Schroeder, Director
N112 W17001 Mequon Road
Germantown, WI 53022
(262) 250-4710
mschroeder@village.germantown.wi.us

PROJECT BACKGROUND

Monies were identified in the Village of Germantown Capital Outlay Plan (2017-2019) to replace the existing Firemen's Park shelter with a multi-purpose building. Firemen's Park is home to several well attended programs and special events including the 4th of July, Taste of Germantown, Germantown Community Band Concerts, Family Carnival, as well as 50 plus park rentals each year by the general public.

This RFP Project consists of producing conceptual drawings and probable construction costs for the multi-purpose shelter building. In addition, design plans should also take into consideration pathway locations, electrical service for special event vendors, and security lighting to link all park amenities with the goal of achieving maximum and efficient use of the park for all programs and special events.

The planning process should include public input from community officials and project stakeholders. Deliverables will include site layout plans, schematic design plans, building

elevations, utility plans and cost estimates/budget that are based on the to be determined design program for the facility.

STATEMENT OF QUALIFICATIONS (FIRM'S HISTORY, EXPERTISE)

Applying consultants must have experience related to this project. Include a description of your firm identifying size, locations, staffing level, and experience.

NAME AND BACKGROUND OF THE INDIVIDUAL(S) WHO WOULD BE ASSIGNED TO THE PROJECT

Identify specific personnel that will be assigned to the project. Please provide resumes for all staff and identify the individual(s) that will serve as main contact for project assignments, billings, and general information.

LISTING OF REFERENCES FOR WORK SIMILAR TO THAT PROPOSED

Please provide a minimum of three (3) references where similar projects have been completed in the last three (3) years.

SCOPE OF SERVICES/OBJECTIVES

Describe how services will be provided. Provide a summary of the proposed approach to the project, and the proposed methodologies to be used to provide the requested services and deliverables.

GENERAL INFORMATION

All work shall comply with the requirements of federal, state, and local laws, professional architectural and engineering standard, current building codes, and other regulations that may apply. All buildings/areas must apply with current ADA regulations.

INSURANCE REQUIREMENTS

Project design firm and their consulting staff are required to carry Professional Liability, Auto and Worker's Compensation Insurance. The Designer and their Consultants are to furnish proof of insurance of at least \$1,000,000 per occurrence protection, to the Village, against any accident claims that may be made by the owners and/or employees of said Designer or Consultant prior to commencing work on this project. Designer and consultants must show proof of insurance as part of the proposal.

SCOPE OF WORK

1. Facilitate kick-off meeting with village staff, officials, and key stakeholders.
2. Produce 50% conceptual drawings and an estimate of probable construction cost for the multi-purpose shelter building. Note: *The final building location has not been determined.*
3. Park amenities to factor in the planning process include future pathway locations, pedestrian/security lighting, as well as electrical service for special event vendors.
4. The program for the shelter building to include open-air shelter, multi-purpose room, serving kitchen, restroom, and storage. Consideration should be given to the feasibility/cost benefit to incorporating revenue generating spaces.

5. Compile one schematic design report documenting the basis of design information (specifications of materials and building components) for the shelter, the data collection and public input process, the schematic cost estimates, utility estimates, 3-D images, floor plans and elevations of the building.
6. Hold public input meeting with the Park & Recreation Commission and project stakeholders to solicit feedback on the conceptual drawings.
7. Incorporate public input into updated design and submit to village for final review.
8. Provide one electronic copy of all final design renderings/plans and design report, and 10 paper copies of same.

COST OF SERVICES

Indicate the proposed cost of services including how the costs were determined based on rates, direct costs, and a list of charges per classification of employee. Please provide an estimated fee and billing rate schedule including: fee estimate for the project based on your understanding of the project and services itemized according to project phases and types of service, hourly rate schedule for all personnel, and reimbursable expenses estimate. Provide a "cost not to exceed" figure for the project.

Phase One:

The proposal should include a fee proposal with not-to-exceed fees including:

- Cost to develop the conceptual drawings to 50%, and prepare an estimate of probable cost.
- Cost to compile the schematic design report (per the scope of services).

Phase Two:

- Cost to produce the design development drawings from 50% to 100% design, and provide final Architectural, Engineering (structural, plumbing, mechanical, electrical, and civil) Design, Bid, Contract & Project Management Services necessary to complete all aspects of permitting and construction.
- Include any inflation rate or increases for the above listed fees for work not completed in 2018.

Note: The Village will provide further direction to the Consulting Firm regarding Phase II.

Cost of Services & Contract:

Consultant to provide "Not to Exceed" cost figures based on Cost of Services section of the project RFP. Contract documents to be signed by Village Clerk and Village President following review by Village Attorney.

Use of Village Staff and Resources by Consulting Firm:

The consultant shall clearly identify any expectations you will have of village staff in the delivery of your services, and any village resources that you will expect the village to provide to you at no cost in the completion of this project.

SUBMISSION OF PROPOSALS

- A. Deadline: Proposals shall be delivered to the Village of Germantown Park & Recreation Department on or before March 29, 2018, 11:00 a.m. CST.

B. Submission of Proposal: An original and six (6) copies of the required qualifications and technical information for the first step must be submitted in a sealed envelope along with a separate sealed envelope containing proposed contract forms and pricing for step two. Proposals must be on standard letter size paper, with all supporting documents on paper no larger than 11"x17". The Village of Germantown reserves the right to modify or issue amendments to the RFP. If questions result in the modification of this RFP, the written modifications will be distributed to all firms.

C. Envelopes should be sent to:

Germantown Park & Recreation Department
Mark Schroeder, Director
N112 W17001 Mequon Road
Germantown, WI 53022
(262) 250-4710
mschroeder@village.germantown.wi.us

D. The following notation must appear in the lower left-hand corner of each sealed envelope:

Envelope One – Qualifications & Technical Information – RFP Firemen's Park Design Services

Envelope Two – Contract/Pricing Forms – RFP Firemen's Park Design Services

Completion and submission of contract forms will constitute an offer by the firm. Execution of the offer by Village officials will constitute acceptance of the offer by the Village. Envelopes containing proposals and related materials received after the March 29th, 2018 deadline will not be opened. It is neither the Village's responsibility nor practice to acknowledge receipt of any proposal.

EVALUATION OF PROPOSALS & SELECTION OF FIRM

Evaluation Procedure – A two-step selection process will be used by the selection committee. The first step will consist of evaluation of qualifications and technical information submitted by the consultant. Interviews may be scheduled with those firms. The second step will consist of review of the pricing proposals submitted by the consultant. The Park & Recreation Commission will recommend a firm to the Village Board after receiving a recommendation from the selection committee. This committee includes village staff, as well as representatives from the Park & Recreation Commission and Plan Commission.

The Village will select the most qualified firm and execute a contract with the selected firm. If the Village and the selected firm are unable to reach an agreement on the scope of services and/or compensation, the Village will terminate discussions and begin negotiations with the second-ranked firm. The Village of Germantown reserves the right to reject any and/or all proposals.

SELECTION CRITERIA

- Qualifications and experience of firm including the assigned project team
- Personnel and project references
- Clearly defined public input process
- Ability of firm to take the project from conceptual design to technical specifications/project bidding through construction
- Ability to meet project budget and schedule
- Fees as outlined in the Cost of Services

PROPOSAL COST

The Village shall not be liable for any costs incurred to prepare or submit a proposal for this project.

WITHDRAWAL OF PROPOSALS

Priced proposals (Step Two) must be firm for acceptance for sixty (60) days after the proposal opening date and time.

TERM OF CONTRACT

The initial term of the contract for Phase One shall be for the term agreed upon by the parties. Please identify your anticipated time-frame for this project. The Village anticipates Phase One work to be completed in 2018 (see project schedule).

PROJECT SCHEDULE

All Phase One work to be completed by September 28th, 2018. Direction will be provided in the future by the Village regarding a schedule for Phase Two.

3/14/2018	Pre-Submittal Meeting 4:00 p.m. @ Senior Center in Firemen's Park
3/29/2018	Proposals Due
4/09-4/12/2018	Selection Committee Proposal Review
4/18/2018	Review & Recommendation by Park & Recreation Commission
5/07/2018	Contract Award by Village Board
5/15/2018	Contract Executed, Notice to Proceed
5/31/2018	Kick-off Meeting with Village Staff & Stakeholders
9/28/2018	Project Completion

