

VILLAGE OF GERMANTOWN
N112 W17001 MEQUON ROAD
GERMANTOWN, WI 53022

MEETING: PARK & RECREATION COMMISSION

DATE AND TIME: WEDNESDAY, JANUARY 16, 2019 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 14, 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. **OLD BUSINESS:**
 1. Firemen's Park Shelter & Park Design Plans – Final Report & Phase 1 Cost Estimate
 2. 2019 Park & Recreation Operating & Capital Improvements Fund Budgets
- VI. **NEW BUSINESS:**
 1. School District/Village of Germantown Intergovernmental Agreement (IGA)
 2. Weidenbach Park Playground Project – Authorization to Send Request for Proposals (RFP) to Playground Vendors
 3. Germantown Crusherz Softball Field Usage Agreement – Review & Recommendation
 4. 2019 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 20th @ 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 14, 2018**

CALL TO ORDER: The meeting was called to order at 5:32 p.m. by Chair Coulthurst.

- I. ROLL CALL:** Chair Coulthurst, Commissioners Leukert, Knop, Stapelman and Trustee Rep. Miller. Absent and excused were Commissioner Depies and School Board Rep. Borden. Also present were Director Schroeder, Program Supervisor Heinen and Secretary Lemke.
- II. APPROVAL OF MINUTES:** *Motion by Miller, seconded by Stapelman to approve the minutes of October 17, 2018. as presented. Motion unanimously carried.*
- III. PUBLIC INPUT:**
- IV. CORRESPONDENCE** - None
- V. OLD BUSINESS**
 - 1. FIREMEN'S PARK SHELTER & PARK DESIGN PLANS – PHASE 1 FINAL REPORT** – Director Schroeder presented the Commission with the shelter feasibility study from Ayres Associates. Public Works Director Larry Ratayczak indicated to Director Schroeder that his department will look into the possibility of running sewer and water in the same trench to save on costs. The Public Hearing for the 2019 budget is scheduled for Monday, November 19th at which time they may discuss Capital items including this project. Director Schroeder has asked Ayres Associates to look at the Phase 2 design estimates now that we are further along, for possible changes in the quote. Director Schroeder will also inquire if there is any site work that the Village may do in anticipation for the future of this project. Upon speaking with the Village Attorney, Brian Sajdak, there is a possibility of using part of the Germantown Park & Recreation Impact Fees for this project. We may also be able to receive some money from the Germantown Tourism Commission and/or naming right of the building. Questions regarding why roofing is listed twice on cost estimate (line items #8 & 12), what is the overhead doors for \$7.00 (line item #16).
 - 2. 2019 PARK & RECREATION OPERATING & CAPITAL IMPROVEMENTS FUND BUDGETS** – The budget is going to Public Hearing on Monday, November 19th at this point with no changes.
- VI. NEW BUSINESS**
 - 1. SCHOOL DISTRICT/VILLAGE OF GERMANTOWN INTERGOVERNMENTAL AGREEMENT (IGA)** – Director Schroeder stated that he and Village Administrator Kreklow are trying to schedule a meeting with the Village Board President and the School Board President. The School Board instead asked Director Schroeder and Administrator Kreklow for their presence at their Building Committee meeting on Monday, November 12th, however Kreklow respectfully declined attending the meeting. At the recommendation of the Village Board, Administrator Kreklow offered to have a joint meeting between both boards. At this point there has not been a meeting scheduled. The district is looking for \$250,000.00 for our use of the buildings. Staff prepared a Recreation Program Fee Analysis utilizing the draft facility use fee schedule provided by school administration.

This analysis showed a financial impact of approximately \$128,000.00 for use of school facilities for existing reaction programs. The Commission was concerned that these facility costs are very large to pass onto School District and Village residents. Administrator Kreklow asked what these costs are based on. The school administration indicated they didn't do a cost analysis. The Commission questioned whether other groups were going to be charged the same, higher or lower rate as our department.

- 2. 2018-2019 WINTER/SPRING PROPOSED PROGRAM FEES & CHARGES – REVIEW & APPROVAL** – Patti Heinen, Program Supervisor, stated that the proposed increases are minimal, and don't take, into account any proposed facility fee changes. Changes are due to supply costs or fees set by Menomonee Falls. Canceled programs are due to lack of participation or due to instructor not holding class.

Motion by Miller, seconded by Leukert to approve the 2018-2019 Winter/Spring Program Fees & Charges as presented. Motion unanimously carried.

- VII. VILLAGE BOARD REPORT:** Rick stated the 2019 Budget public hearing is Monday, November 19th. The intersection of Mequon Road and Country Aire is now open. Village Engineer Eric Nitschke has developed a road plan for the next 10 years for the village. The intersection of Maple Road and Freistadt Road has had multiple accidents and is a concern for Public Safety to research. Rick stated the Christmas Parade was not well attended. The high school band performance was canceled an hour before the start of the parade. Walk through home assessments are being currently being done.

- VIII. SCHOOL BOARD REPORT:** Absent and Excused

IX. DIRECTOR'S REPORT:

Firemen's Park Shelter & Park Design Plans – Phase 1 Final Report – At the October meeting, Ayres Associates presented revised concept drawings, park site plan, and elevation drawings for the shelter building. The commission also reviewed preliminary cost estimates for the shelter which ranged from \$682,000 to \$737,000 depending on the use of overhead garage doors for the open shelter. When adding site work and utilities and incorporating a 12% contingency, the overall cost for the shelter and related site improvements was approximately \$1.1 million. The village engineering staff has reviewed the estimated costs for utilities, and feel the projected numbers are low based on recent utility project bid results. Ayres Associates is updating the project cost estimates, site plan, and concept drawings, and incorporating into the final project report which should be available for commission review at the November meeting. Staff has also met with the Village Attorney who supports the use of park impact fee monies to fund a to be determined portion of the building construction costs. It is anticipated that the Village Board will discuss this project with the other proposed 2019 Capital Improvements Fund Budget Projects at the November 19th Village Board Meeting.

2019 Park & Recreation Operating & Capital Improvements Fund Budgets - The Public Hearing for the 2019 Village Budget will be held on Monday, November 19th. No changes have been made to the 2019 Park & Recreation Operating Budget.

School District/Village of Germantown Intergovernmental Agreement (IGA)– The last meeting with school district administrative staff was on October 17th. The Village Board discussed the School/Village IGA at the November 5th meeting. The Village Board has suggested a special joint meeting of the Village Board and School Board to discuss the IGA. The evenings of November 27th and 28th, and December 4th and 5th work for village officials.

2018 Tree Planting Program – In June, the Village Board awarded the 2018 tree planting contract to Century Landscape. The project will include materials and labor to plant 65 trees along Mequon and Division Roads, and in Alt Bauer, Schoen Laufen, Kinderberg, and Friedenfeld Parks. The planting program helps in part to address the loss of tree canopy due to the Emerald Ash Borer (EAB) infestation. The first phase consists of 49 trees being planted in early-mid November. The balance will be planted in Spring 2019.

Ball Diamond & Football Field Maintenance Projects – The department is utilizing monies in the Recreation Facility Fee Fund to continue with the ongoing improvements to park athletic fields. The ball diamond project contract with Total Lawn Care (TLC) will start in November weather permitting. Work includes cutting and removal of lips, adding ball diamond mix, and re-grading of the infields at Haupt Strasse, Kinderberg, Freistadt, and Friedenfeld Parks. Total Lawn Care has also continued with the ongoing turf management program for the main football field at Friedenfeld Park. In both 2017 and 2018, TLC has top-dressed, over-seeded, and fertilized the entire field with sand/organic mix, utilizing an Aerivator.

Germantown Senior Center Bocce Ball Court & Raised Bed Gardens – See the attached project overview summary.

2018-2019 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.

Recreation Division Report –

The department has 35 programs starting in November/December including: Ukulele Madness, Mad Science – Slime Camp, Horseback Riding, P.U.L.S.E., TRX, Functional Fitness, Learn & Burn, Henna Tattoo, Zumba, Zumba Kids, Yoga, Miss Julie's Music Fun, Music Fun for Families, Pillow Making, Afterschool Legos, Learn Magic, Scrapbooking crop, Money Saving Tips, STEM Classes, Learn to Skate, Chicago Trip, Intro to Hockey, Tot Party – Winter Wonderland, How to Incorporate a Healthy Lifestyle, Firefighters are your friends, Tae Kwon Do, King Candy, Tai Chi, Holiday Planter Workshop (3 dates), Youth & Tykes Martial Arts, Christmas Music Party, Babysitter's Training and our SEPRC Hoop Shoot and Youth Basketball Clinic on Dec. 1st.

Upcoming events include the following:

Programs Cancelled due to low enrollment: Zumbini, Beginning Guitar

Bucketeteers: There are 189 kids registered to play in the youth Bucketeer basketball league with 46 coaches. Practices started last week. We have a total of 17 teams playing this season. Officials Training is set for December 8th with scrimmages on December 15th. League games will start January 5th.

1st/2nd Grade Buckets: We are still taking registrations and forming teams. To date we have 115 players and 28 coaches. We are hoping to have 12 - 14 teams in the league again this year. Teams will play at Rockfield and MacArthur on Saturdays starting in January.

Holiday Band Concert: Our Holiday Band Concert will take place on Saturday, December 15th at 2:00 p.m. at the Kennedy Middle School in the Blue Gym.

PARK & RECREATION COMMISSION MEETING

November 14, 2018

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X. ANNOUNCEMENTS OF PUBLIC INTEREST: The next meeting will be held at 5:30 p.m. on December 19, 2018.

XI. ADJOURNMENT: There being no further business, the meeting was adjourned at 7:02 p.m.

A handwritten signature in cursive script, reading "Shannon Lemke", is written over a horizontal line.

Shannon Lemke
Secretary

Firemen's Park Shelter

Germantown, Wisconsin



Shelter Feasibility Study

November 2018

INTRODUCTION

In the summer of 2018, the Village contracted the services of Ayres Associates to guide and develop design options for a new multi-purpose shelter located at Firemen's Park. The goal of the Village was to develop plans for a facility that address the growing need for additional community space within the park system. Architectural character, function, site layout, and associated circulation patterns were to be taken into account while developing design solutions. The body of this report illustrates the public process, design alternatives and preferred design solutions for the multi-purpose building and related site work.

PARKS AND RECREATION COMMISSION:

Mark Schroeder	Parks and Recreation Director
Rick Miller	Village Trustee
Scott Coulthurst	Chairperson
Ray Borden	School Board Member
Brian Depies	Member
Wendy Knop	Member
Kim Leukert	Member
Steve Stapelman	Member

VILLAGE STAFF:

Steven Kreklow	Village Administrator
Mark Schroeder	Parks and Recreation Director
Larry Ratayczak	Director of Public Works
Deanna Braunschweig	Village Clerk

CONSULTANTS

Ayres Associates, Inc

Blake Theisen, ASLA, Project Manager
Travis Schroeder, AIA, Project Architect
Robert Stein, Designer

PLAN PREPARED BY:

Ayres Associates, Inc.
5201 E. Terrace Dr
Madison, WI 53718
www.ayresassociates.com



SITE OBSERVATION

Prior to public engagement and preliminary design, the consultants conducted site visits to analyse the physical site and become acquainted with the various opportunities and limitations. Site images were collected to aid with the development of the plan moving forward.



Existing Site Imagery

PUBLIC PROCESS

The plan was prepared with input from the community, elected Village officials, and Village staff. The following is a schedule of meetings held during the planning process:

- Project Kick-off Meeting
July 09, 2018 | Germantown Senior Center
- Public Information Meeting
August 29, 2018 | Germantown Senior Center
- Park and Recreation Commission Meeting
October 17, 2018 | Germantown Senior Center

Meeting 1

The kick-off meeting invited the public to become informed about the project and provide valuable feedback on the design direction. Information gathered from this meeting would serve as a basis for the development of initial concepts. The public participated in discussion, a visual preference survey, as well as a hands-on design charrette portion.

Meeting 2

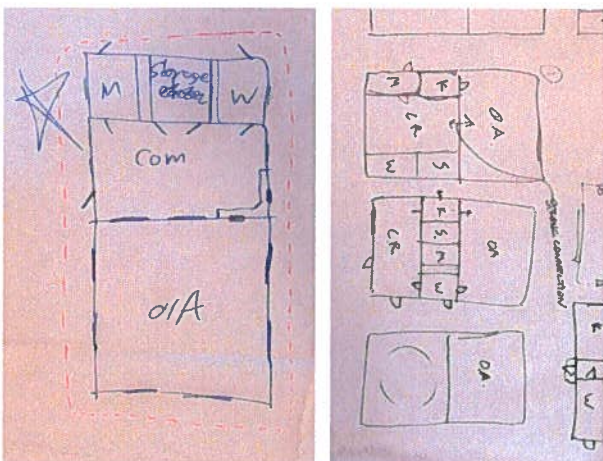
At the Public Information Meeting, Ayres Associates presented findings on the study area, and offered conceptual design ideas to the public based off of the information gathered from the kick-off meeting. Design alternatives for the shelter and site were presented for comment.

Meeting 3

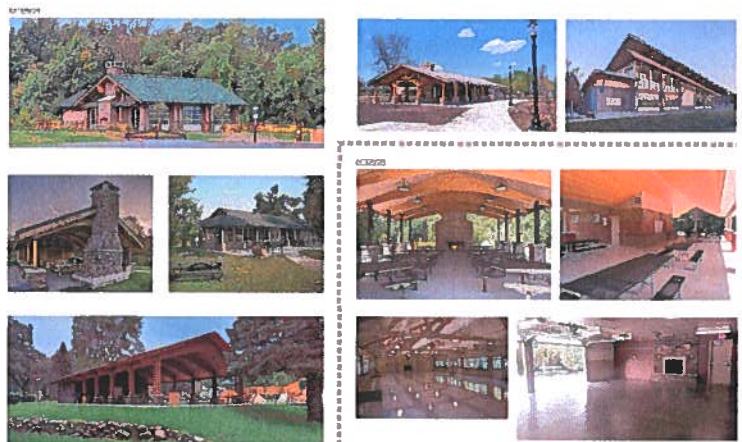
Preferred shelter designs and site layouts along with an opinion of probable construction cost were presented to the Park and Recreation Commission at the October meeting.



Visual Preference Survey



Design Charrette Concepts



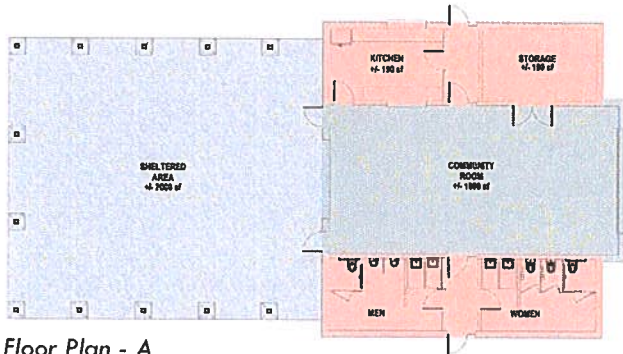
Preferred Images from Visual Preference Exercise

CONCEPTUAL DESIGN

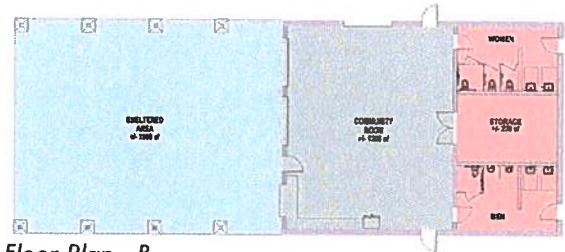
Based on feedback from the kick-off meeting, various alternative designs were developed for the multi-use shelter as well as site and path layout.

Floor Plan Alternatives

All floor plans incorporated an open-air flexible space, enclosed multi-use room as well as restrooms, kitchenette and storage areas. Option A was preferred with restrooms located on the same side.



Floor Plan - A



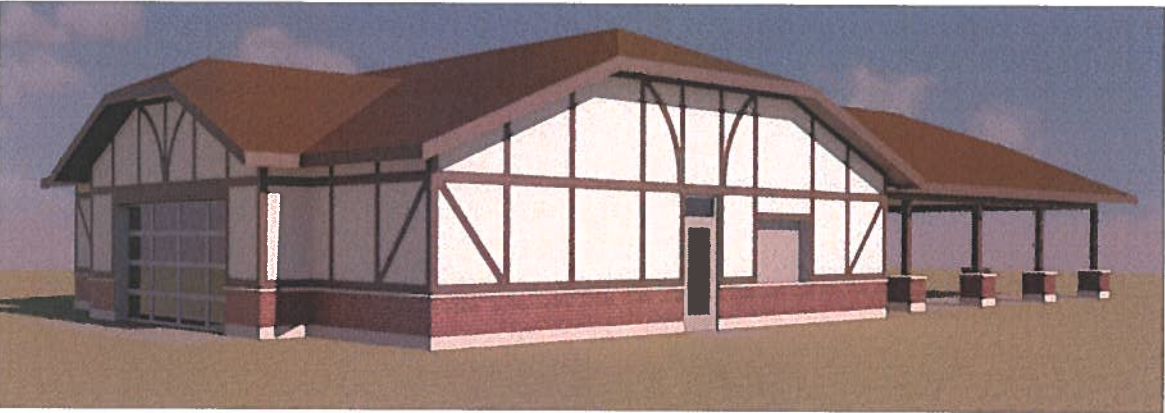
Floor Plan - B



Floor Plan - C

Exterior Alternatives

Targeting a Germanic architectural style, clipped gable roof lines, wood insets and stucco finishes were incorporated into the initial designs of the shelter. This style is common in the community and is present on the adjacent Senior Center and pavilion. Ultimately, consensus was to incorporate a more contemporary design to the exterior with masonry details to match the Gehl's Performing Arts Pavilion.

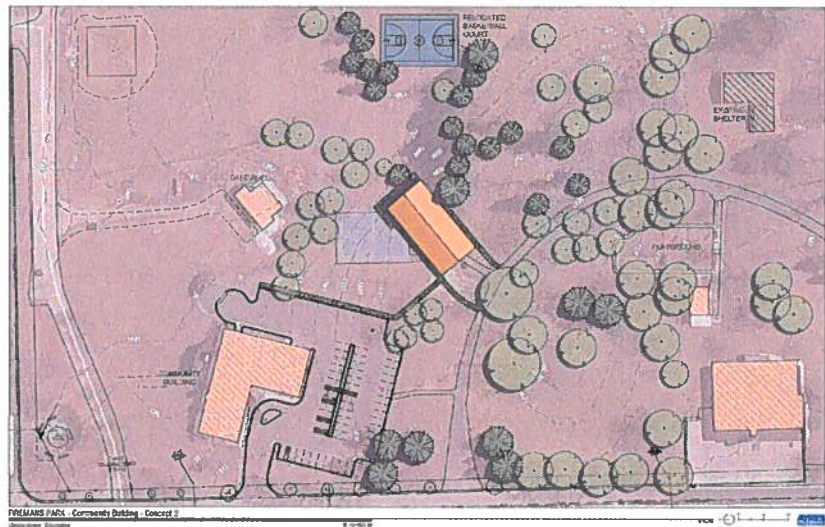


Site Layout Alternatives

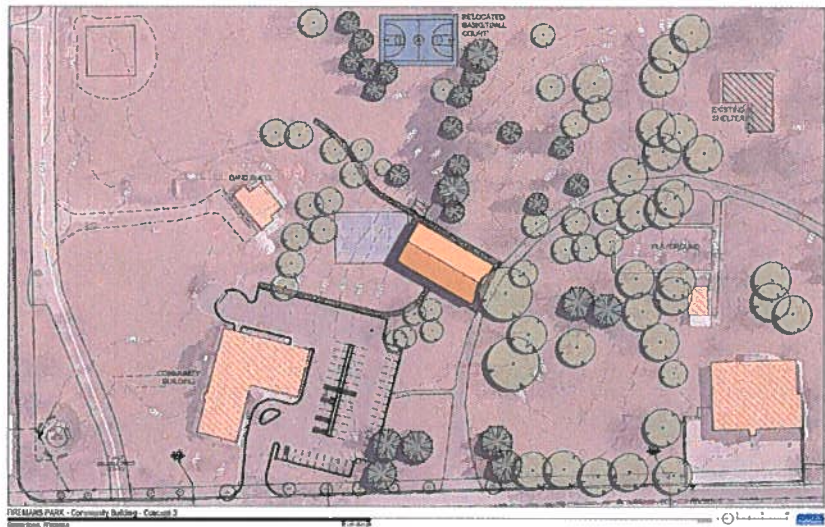
The layout alternatives aimed to integrate the new shelter into the existing site conditions, while relating to the existing pavilion to the north. Path circulation alternatives were developed to connect the structure to the pavilion and surrounding amenities. Two concepts relocated the existing basketball court to the east to avoid noise or user conflicts with the pavilion and/or shelter. Site Layout option 3 was the preferred layout.



Site Layout - Option - 1



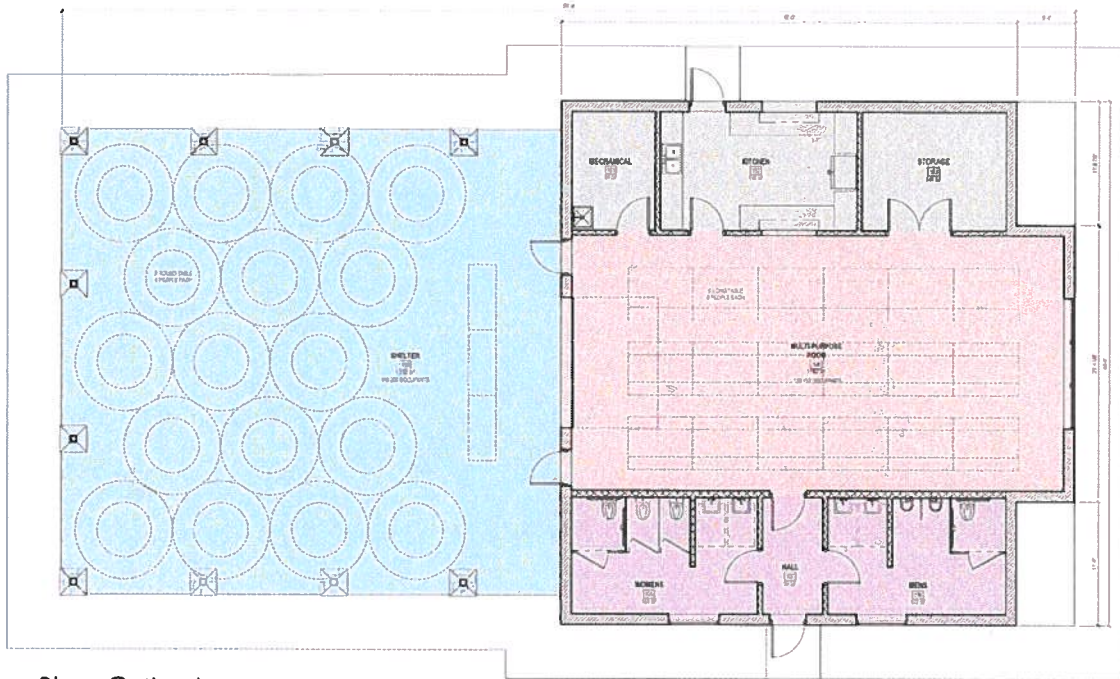
Site Layout - Option - 2



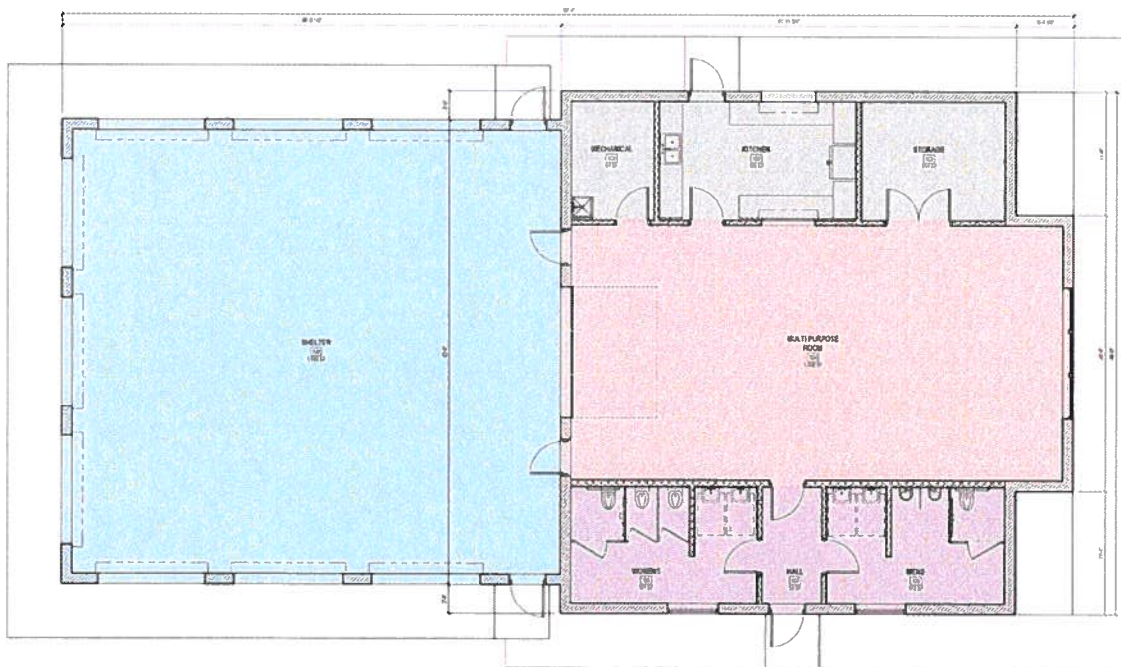
Site Layout - Option - 3 (Preferred)

FINAL DESIGN

Directed by the information gathered at the public meeting in August, preferred plans were developed. The desire for a more modern take on German style architecture was accomplished through brick inlay patterns that compliments masonry work present on the nearby pavilion. A metal roof is proposed to match the pavilion architecture. Alternative options for the open-air portion of the shelter were provided to allow for flexibility when preparing for bidding and construction. One option shows a more traditional open space framed by brick wrapped columns, while the other boasts glass overhead doors to maximize usability while maintaining visibility to the pavilion and nearby park amenities.



Floor Plan - Option A



Floor Plan - Option B



Open Shelter Side - Perspectives

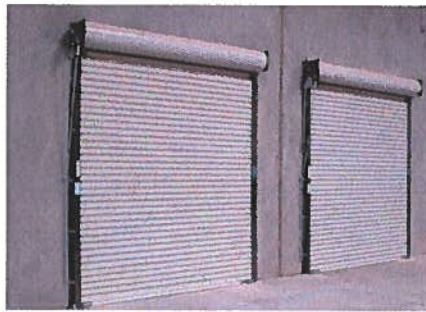


Multi-use Side - Perspective

Interior Character



OVERHEAD DOOR BETWEEN SHELTER AND MULTI-PURPOSE ROOM COULD BE A SECTIONAL GLASS DOOR THAT GOES ABOVE THE CEILING WHEN IN THE UP POSITION



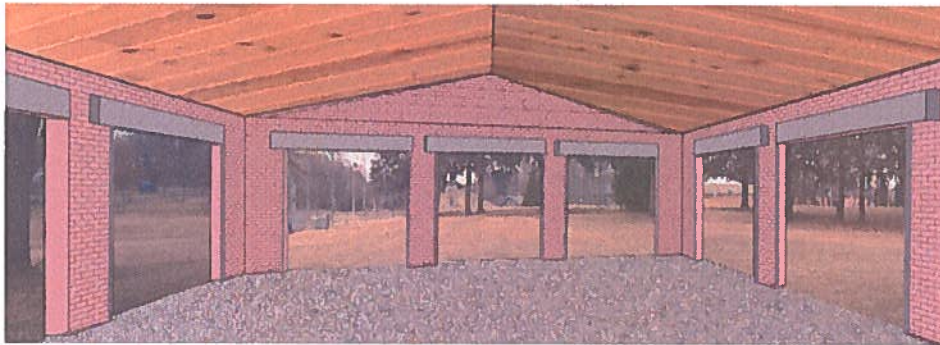
MANUAL COILING DOORS WOULD BE USED AROUND SHELTER PORTION AND AT KITCHEN SERVING OPENINGS



STONE VENEER ACCENTS
MULTIPLE LOCAL MANUFACTURERS



OPEN SHELTER AREA CEILING OPTION:
TONGUE AND GROOVE PLANKS



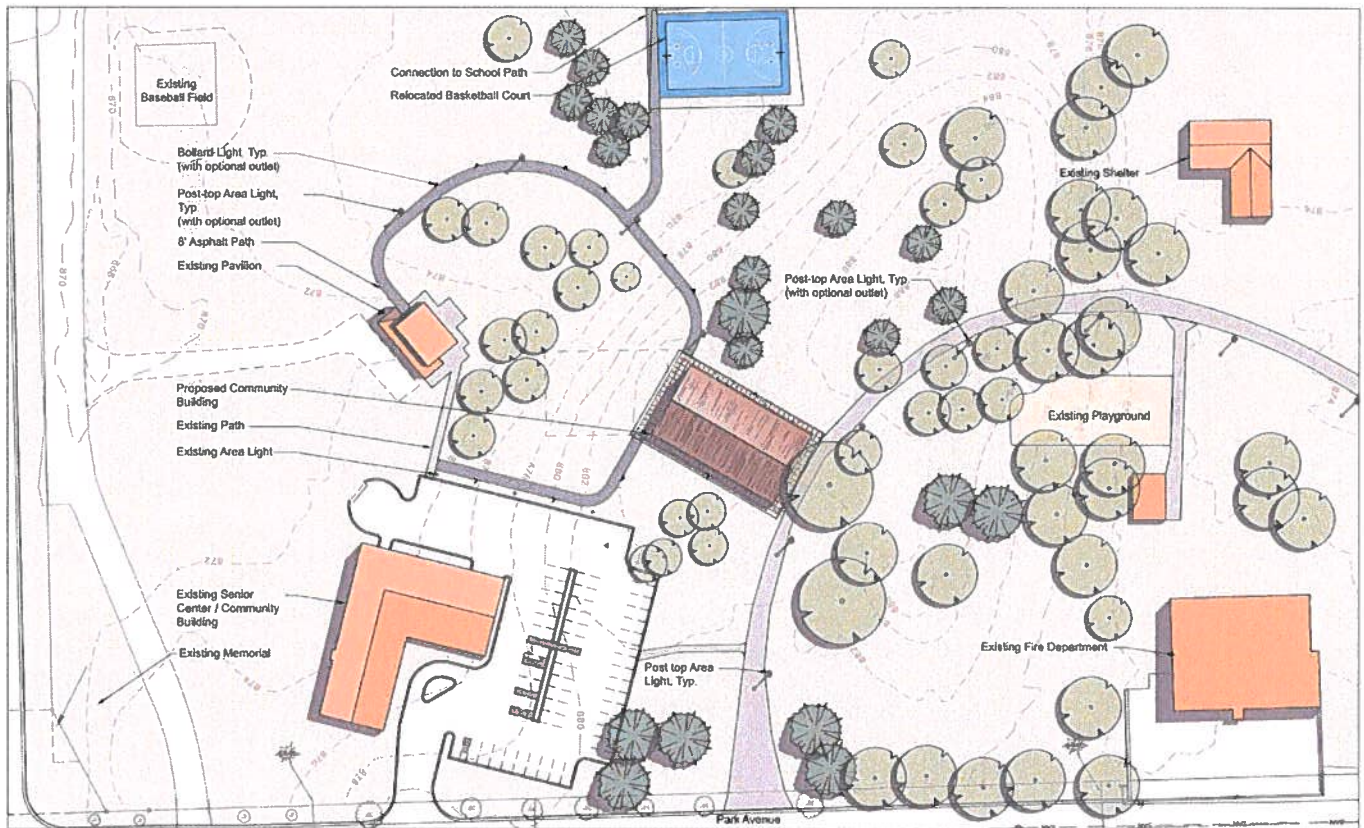
REPRESENTATION OF COILING DOORS OPEN ON THE ENCLOSED SHELTER OPTION B



OPEN SHELTER AREA CEILING OPTION:
CEMENT BOARD PANELING w/ 1X4 TRIM (GERMAN FLAVOR)

The interior character of the shelter aimed to capture a similar essence of German style architecture much like the exterior while offering modern finishes that would have low maintenance needs. Wood ceiling, glass doors, exposed wood beams and stone cladding were desirable finishes voiced by the community and Village staff during the public process.

Preferred Site Plan



Building from the preferred site layout from the public meeting, a final site layout was developed. The shelter was located on the northern side of the park's circular pathway to provide good access to the pavilion, Senior Center and playground. The addition of a circular path that frames the pavilion great lawn was proposed with enhanced pedestrian scale light poles and bollards. Incorporated into the light pole bases would be electrical outlets for use by vendors or for various Village special events. This layout relocates the existing basketball court to the east but connects it to the shelter, pavilion, baseball field and Senior Center with an asphalt pathway. In addition to the lighting added to the shelter and pavilion area, lights are proposed along the existing circular path to improve visibility, safety and connectivity to the rest of the park.

COST ESTIMATE

Project: Firemen's Park - Shelter

Date: 11/13/2018

Project Number: 52-0631.00

Estimated by: RS

Cost Estimate Status: Preliminary

Approved by: BT



FIREMEN'S PARK - Site Work

	Item	Qty.	Unit	Unit cost	Item Total	Comments
1	MOBILIZATION	1	LS	\$20,000.00	\$20,000.00	
2	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	
3	DEMOLITION	1	LS	\$15,000.00	\$15,000.00	basketball court, shed, volleyhall
4	EARTHWORK	1	LS	\$10,000.00	\$10,000.00	general grading
5	SANITARY SERVICE	280	LF	\$60.00	\$16,800.00	assumed 6"
6	WATER SERVICE	271	LF	\$45.00	\$12,195.00	assumed 2'-3"
7	BASE AGGREGATE DENSE	577	TN	\$20.00	\$11,540.00	8"
8	ASPHALT PAVEMENT	133	TN	\$100.00	\$13,300.00	3" depth, 8' wide
9	CONCRETE PAVEMENT 5-INCH	3,200	SF	\$6.00	\$19,200.00	
10	LIGHT TYPE A - Post-Top Area	13	EA	\$5,000.00	\$65,000.00	
11	LIGHT TYPE B - Bollard	11	EA	\$3,000.00	\$33,000.00	
12	ELECTRICAL SYSTEM	1	LS	\$30,000.00	\$30,000.00	
13	RESTORATION	2,097	SY	\$5.00	\$10,485.00	
				Total	\$261,520.00	
				12% Contingency	\$31,382.40	
					\$292,902.40	

FIREMEN'S PARK - Shelter

	Item	Qty.	Unit	Unit cost	Item Total	Comments
2	EARTHWORK	1	LS	\$15,000.00	\$15,000.00	Minimal earthwork around shelter
3	CONCRETE	1	LS	\$50,000.00	\$50,000.00	
4	8" MASONRY	3,000	SF	\$12.00	\$36,000.00	
5	6" MASONRY	1,300	SF	\$10.00	\$13,000.00	
6	BRICK/STONE VENEER	3,000	SF	\$25.00	\$75,000.00	
7	STRUCTURAL STEEL	1	LS	\$10,000.00	\$10,000.00	
8	ROOFING	1	LS	\$80,000.00	\$80,000.00	
9	FINISH CARPENTRY	1,834	SF	\$6.00	\$11,004.00	2x6 T&G ceiling in Shelter area
10	CASEWORK & COUNTERTOP	38	LF	\$100.00	\$3,800.00	Plastic Laminate cabinets & counters in Kitchen
11	INSULATION	1	LS	\$12,000.00	\$12,000.00	Insulate attic above shelter area, rigid in masonry walls
12	ROOFING	1	LS	\$65,000.00	\$65,000.00	Metal standing seams roofing, similar to band shell
13	SOFFIT & FASCIA	1	LS	\$4,000.00	\$4,000.00	Aluminum fascia & soffit
14	DOORS & HARDWARE	14	EA	\$2,000.00	\$28,000.00	
15	COILING COUNTER DOORS	2	EA	\$6,000.00	\$12,000.00	
16	OVERHEAD DOORS	1	EA	\$7.00	\$7.00	1 Auto. OH glass sectional door
17	OVERHEAD DOORS	9	EA	\$5,000.00	\$45,000.00	9 Manual coiling doors
18	ALUMINUM WINDOWS	120	SF	\$50.00	\$6,000.00	
19	FLOORING	1	LS	\$5,000.00	\$5,000.00	
20	ACOUSTICAL CEILING	1,600	SF	\$2.00	\$3,200.00	
21	PAINTING & FINISHING	1	LS	\$12,000.00	\$12,000.00	
22	TOILET PARTITIONS & ACCESSORIES	1	LS	\$15,000.00	\$15,000.00	
23	PLUMBING	1	LS	\$38,000.00	\$38,000.00	
24	HVAC	1	LS	\$47,000.00	\$47,000.00	
25	ELECTRICAL	1	LS	\$51,000.00	\$51,000.00	
26	BOND	1	LS	\$10,000.00	\$10,000.00	
27	GENERAL CONDITIONS	1	LS	\$10,000.00	\$10,000.00	
28	SUPERVISION	1	LS	\$20,000.00	\$20,000.00	
29	OVERHEAD DOORS	1	LS	\$60,000.00	\$60,000.00	
	OPTION B TOTAL				\$737,011.00	
				12% Contingency	\$88,441.32	
					\$825,452.32	
	ADJUSTMENTS FOR OPTION A					
30	REMOVE 9 OVERHEAD DOORS	9	Each	-\$5,000.00	-\$45,000.00	
31	REDUCE BRICK SF	400	SF	-\$25.00	-\$10,000.00	
32	ADD SIDING COST	400	SF	\$8.00	\$3,200.00	
33	REDUCE MAN DOORS	2	Each	-\$2,000.00	-\$4,000.00	
	OPTION A TOTAL				\$681,211.00	

1	RELOCATE BASKETBALL COURT	1	LS	\$40,000.00	\$40,000.00	base, asphalt, surfacing, equipment
				Total	\$40,000.00	
				12% Contingency	\$4,800.00	
					\$44,800.00	

1	TOTAL					
				Total	\$1,038,531.00	
				12% Contingency	\$124,623.72	
					\$1,163,154.72	

FIREMANS PARK - Phase I

	Item	Qty.	Unit	Unit cost	Item Total	Comments
1	MOBILIZATION	1	LS	\$10,000.00	\$10,000.00	
2	EROSION CONTROL	1	LS	\$5,000.00	\$5,000.00	
3	DEMOLITION	1	LS	\$15,000.00	\$15,000.00	basketball court, shed, volleyball
4	EARTHWORK	1	LS	\$10,000.00	\$10,000.00	general grading
5	SANITARY SERVICE	280	LF	\$60.00	\$16,800.00	assumed 6"
6	WATER SERVICE	280	LF	\$45.00	\$12,600.00	assumed 2"-3"
7	BASE AGGREGATE DENSE	459	TN	\$20.00	\$9,180.00	8"
8	ASPHALT PAVEMENT	140	TN	\$100.00	\$14,000.00	3" depth, 8' wide
9	LIGHT TYPE A - Post-Top Area	13	EA	\$5,000.00	\$65,000.00	
10	LIGHT TYPE B - Bollard	11	EA	\$3,000.00	\$33,000.00	
11	ELECTRICAL SYSTEM	1	LS	\$30,000.00	\$30,000.00	
12	RESTORATION	2,500	SY	\$5.00	\$12,500.00	
13	RELOCATE BASKETBALL COURT	1	LS	\$40,000.00	\$40,000.00	base, asphalt, surfacing, equipment
				Total	\$273,080.00	
				12% Contingency	\$32,769.60	
					\$305,849.60	

January 8, 2019

Dear Rec Program Participant,

For many years the Village of Germantown and the Germantown School District have partnered to provide low cost, high quality recreational programs to community participants like you. Historically the School District has allowed the Village to utilize school facilities for community recreational programs at no charge. However, as we have worked on renewing this agreement, the School Board has made the policy decision that the School District should begin charging the Village for use of school facilities.

The Village sets fees for recreational programs to recover the direct costs of the program and as a result we will have to increase program fees in order to cover these additional costs. Our current understanding from the School District is that the new fees will be effective for programs that start this summer and will be phased in over a three-year period.

Since the increase in fees will obviously affect the families who participate in our programs, we are reaching out to you to provide you with information as early as possible, so you can plan for the increase. The table below shows the estimated impact of the fees for a sample of our programs:

Program	Current Cost	Estimate Cost			Total
		2019	2020	2021	Increase
Kids Klub - School Year*	\$ 2,070	\$ 2,120	\$ 2,170	\$ 2,220	\$ 150
Kids Klub - Summer*	\$ 1,556	\$ 1,641	\$ 1,726	\$ 1,811	\$ 255
Tykes Site*	\$ 1,456	\$ 1,686	\$ 1,916	\$ 2,146	\$ 690
Bucketeer Basketball	\$ 52	\$ 59	\$ 66	\$ 73	\$ 21
Girls Volleyball	\$ 50	\$ 55	\$ 60	\$ 65	\$ 15

*Estimated financial impact for a child enrolled every day. *** Changes will not go into effect until June 2019.

You can find a detailed report on the impact for most Rec Programs on the Village website at the following links: <http://wi-germantown2.civicplus.com/DocumentCenter/View/3339/Kids-Klub-Fee-Analysis> and <http://wi-germantown2.civicplus.com/DocumentCenter/View/3340/Recreation-Fee-Analysis>

Please keep in mind that the costs included in these tables are estimates based on our best estimates of the facilities charges that we believe the School Board may adopt at their January 14th meeting. If you would like additional information about the School Board meeting you can find it at the following link: <https://www.germantownschools.org/district/boe.cfm>

The Village Board and Village staff remain committed to providing the high-quality recreational programs at the lowest possible cost to the community. We will continue to try to work with the School District and to find other lower cost facilities when possible. If you have any questions or concerns, you can call the Parks & Rec Department at 262.250.4710.

Sincerely,
Steve Kreklow
Village Administrator
Village of Germantown

Kids Klub Fee Analysis (BEGINNING SUMMER 2019)

	PROGRAM HOURS	New District Rental Fee	TOTAL FEE PAID TO DISTRICT	CURRENT FEE PER REGISTRANT PER DAY	NEW REGISTRATION FEE PER REGISTRANT PER DAY	Per Person Per Day Increase	Notes:
Kids Klub G- School Year (per day fees)	5220.00	\$11.25	\$58,725.00	\$8.00	\$9.09	\$0.88	Assumes Hours for the gym at 4 schools
Kids Klub L - School Year (per day fees)	645.75	\$22.50	\$14,529.38			\$0.22	Assumes Library is utilized
Kids Klub - Summer (per day fees)	3960.00	\$11.25	\$44,550.00	\$21.75	\$27.39	\$5.64	Assumes Hours for the gym at 4 schools
Tyke Site (per day fees)	1260.00	\$18.75	\$23,625.00	\$23.00	\$38.45	\$15.45	Assumes Hours for two classrooms

FEE ANALYSIS (Beginning Summer 2019)

	PROGRAM HOURS	NEW DISTRICT RENTAL FEE PER HOUR	TOTAL RENTAL FEE PAID TO DISTRICT	Typical # Enrolled	CURRENT FEE PER REGISTRANT	NEW REGISTRATION FEE PER REGISTRANT Assuming Enrollment	PER PERSON INCREASE	Notes:
1st/2nd Grade Buckets	90.00	\$11.25	\$1,012.50	164	\$33.00	\$39.17	\$6.17	
Band Programs School year	51.50	\$18.75	\$965.63	60	\$20/25/26	\$33/\$38/\$39	\$16.09	Fall = 24 hrs, Spring =27.5
Afterschool Tech Classes/Legos	96.00	\$22.50	\$2,160.00	140	\$38.25	\$53.68	\$15.43	Fall = 32 hrs, Spring 64 hrs
After School Spanish	48.00	\$22.50	\$1,080.00	33	\$205.00	\$237.73	\$32.73	Assumes 3 sites
Afterschool Volleyball	42.00	\$11.25	\$472.50	85	\$30.00	\$35.56	\$5.56	
Art Start/Fundamentals/Teen Art	49.00	\$18.75	\$918.75	94	\$36/44/50	\$44/\$52/\$58	\$9.77	
Basketball Camp - Boy's	28.75	\$18.75	\$539.06	107	\$52.50	\$57.54	\$5.04	
Basketball Camp - Girl's	28.75	\$18.75	\$539.06	51	\$57.50	\$68.07	\$10.57	
Bucketeer Basketball	371.00	\$11.25	\$4,173.75	209	\$52.00	\$71.97	\$19.97	
Camp Invention	32.50	\$22.50	\$731.25	18	\$220.00	\$260.63	\$40.63	multiple room use would be \$6232.50 in fees (6 classrooms, 1 café, 1 GAC)
Community Band Summer	11.75	\$18.75	\$220.31	58	\$27.00	\$30.80	\$3.80	
Fundamental Basketball Camp	4.00	\$11.25	\$45.00	30	\$20.25	\$21.75	\$1.50	
Girls Softball Hitting/Pitching Clinic	12.00	\$11.25	\$135.00	25	\$23.25	\$28.65	\$5.40	
Gtown Kids Choir	19.00	\$18.75	\$356.25	25	\$40.00	\$54.25	\$14.25	
Gymnastics	84.00	\$26.25	\$2,205.00	456	\$33.00	\$37.84	\$4.84	Fall=18 hrs, Spr = 30 hrs, Sum = 36 hrs
Hoopsters	16.00	\$11.25	\$180.00	45	\$30.00	\$34.00	\$4.00	

FEES ANALYSIS (Beginning Summer 2019)

	PROGRAM HOURS	NEW DISTRICT RENTAL FEE PER HOUR	TOTAL RENTAL FEE PAID TO DISTRICT	Typical # Enrolled	CURRENT FEE PER REGISTRANT	NEW REGISTRATION FEE PER REGISTRANT Assuming Enrollment	PER PERSON INCREASE	Notes:
Indoor Tennis	9.00	\$11.25	\$101.25	10	\$35.25	\$45.38	\$10.13	
Mad Science Afterschool Classes	24.00	\$22.50	\$540.00	47	\$107.00	\$118.49	\$11.49	
Middle School Art	5.00	\$18.75	\$93.75	5	\$50.00	\$68.75	\$18.75	
Parent/Child Basketball	4.50	\$11.25	\$50.63	25	\$23.50	\$25.53	\$2.03	
Parent/Child Basketball Summer	9.00	\$11.25	\$101.25	37	\$23.50	\$26.24	\$2.74	
Pickleball	4.00	\$11.25	\$45.00	5	\$22.00	\$31.00	\$9.00	
Pom Pons	90.00	\$26.25	\$2,362.50	217	\$21/40/45/50	\$30/\$49/\$54/\$59	\$10.89	
Pom Pon Camp	10.00	\$26.25	\$262.50	18	\$43.50	\$58.08	\$14.58	
Pom Pon Camp - Pixies	10.00	\$26.25	\$262.50	31	\$48.50	\$56.97	\$8.47	
Preschool Play Group	72.00	\$18.75	\$1,350.00	48	\$62.00	\$90.13	\$28.13	3 Sessions at 24 hrs each
Safety Town	106.00	\$18.75	\$1,987.50	65	\$45.00	\$75.58	\$30.58	Assumes Hours for two classrooms
Sporties for Shorties	9.00	\$11.25	\$101.25	30	\$30.00	\$33.38	\$3.38	
Tech Classes Summer	24.00	\$22.50	\$540.00	66	\$46/51/61	\$53/\$58/\$69	\$8.18	
Tennis	1440.00	\$15.00	\$21,600.00	181	\$38/\$29/\$24/\$22	18.50/\$113.5/\$111.5	\$119.34	Assumes Hours for 1 court = 180, 180x8 courts = 1440 hrs
Track & Field	35.00	\$63.75	\$2,231.25	80	\$54.25	\$82.14	\$27.89	
10 & under Tennis	67.50	\$11.25	\$759.38	38	\$27.00	\$46.98	\$19.98	1 site 22.50 hrs
Volleyball Camps	37.50	\$18.75	\$703.13	100	\$52.50/69.50	\$57.5/\$74.50	\$7.03	

FEES ANALYSIS (Beginning Summer 2019)

	PROGRAM HOURS	NEW DISTRICT RENTAL FEE PER HOUR	TOTAL RENTAL FEE PAID TO DISTRICT	Typical # Enrolled	CURRENT FEE PER REGISTRANT	NEW REGISTRATION FEE PER REGISTRANT Assuming Enrollment	PER PERSON INCREASE	Notes:
Volleyball Camp - Boys	32.50	\$18.75	\$609.38	72	\$40 / \$57	\$45/\$62	\$8.46	
Wrestling Camp	10.50	\$18.75	\$196.88	16	\$30.00	\$42.30	\$12.30	
Volleyball League - Girls	99.50	\$11.25	\$1,119.38	74	\$50.00	\$65.13	\$15.13	

Weidenbach Park Playground Timeline



January 16, 2019	Request direction from the Park & Recreation Commission (PRC) on project and vendor selection process.
January 25, 2019	Send Request for Proposals to selected playground vendors requesting design options based on recommendation from PRC and budget parameters.
March 1, 2019	Playground Proposal Deadline.
March 20, 2019	Preliminary review of design proposals by PRC.
March 25 – April 12	Playground design options available for public review in Village Hall, and on the department Facebook page.
April 17, 2019	Final Review of playground design proposals and recommendation from PRC.
May 6, 2019	Village Board review and approval of PRC recommendation.
May 8-10, 2019	Award Contract, order playground equipment.
August 2019*	Removal of existing equipment, and preparation of site (DPW/Parks staff).
August/September*	Installation of equipment by contractor.
September 2019*	Add drain tile (as necessary), wood fiber safety surfacing, concrete apron/border and pathway, and final site restoration (DPW/Parks staff).
September 20, 2019*	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

January 25, 2019

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 following information.

SCOPE

The bid proposal shall consist of providing design, materials, surfacing, and installation for the re-development of the playground area at Weidenbach Park located at W213 N10066 Beech Drive 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. 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 1, 2019. 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 20, 2019.

Mark Schroeder
Director of Park & Recreation

VILLAGE OF GERMANTOWN
WEIDENBACH PARK PLAYGROUND PROPOSAL
BID REQUIREMENTS AND CONDITIONS
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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 Weidenbach Park as specified herein and indicated below:

- Approximate area: Weidenbach Park approximately [REDACTED] ± sq. ft. Area to include two zones for age separation (2-5) and (5-12) within the approximately [REDACTED] 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 – 2 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.

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WEIDENBACH PARK PLAYGROUND PROPOSAL
BID REQUIREMENTS AND CONDITIONS
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- 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>Weidenbach Park Playground Area (Ages 2-5 and 5-12)</u> (Play structures, swing set, free standing equipment/materials, installation, benches, engineered wood fiber surfacing) NOTE: Installation of benches and wood fiber by Village.	<u>Not to exceed</u> \$60,000
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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

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- 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.

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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 6, 2019.
- 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 Village of Germantown and playground contractor recognize that time is of the essence with installation of the playground equipment so the Village can complete final site work and landscaping. Therefore, final completion/installation of all play equipment shall be completed no later than September 20, 2019, unless otherwise approved in writing by the Village of Germantown. For each day that expires past the September 20, 2019 installation deadline, the contractor shall pay the Village a sum not to exceed \$100/day, unless an extension is granted by the Village.

1.09 PROJECT SCHEDULE

January 25, 2019 - Bid Proposals requested from selected playground companies.

March 1, 2019 - Bid Proposals due by 4:30 p.m.

March 20, 2019 – Preliminary review of design proposals by PRC

March 25 – April 12 – Playground design options available for public review in Village Hall, and on the department Facebook page

April 17, 2019 - Recommendation by the Park & Recreation Commission

May 6, 2019 - Village Board Contract Award (Notice of Award May 8)

May 10, 2019 - 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 Weidenbach 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 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.

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- 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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VILLAGE OF GERMANTOWN
PLAYGROUND EQUIPMENT PROPOSAL
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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: WEIDENBACH 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 1, 2019.

All proposals shall remain firm and may not be withdrawn for a period of sixty (60) days after the 1st of March, 2019.

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>WEIDENBACH 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 WEIDENBACH 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 1, 2019.



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

Meeting Date: October 19, 2016

To: Park & Recreation Commission

From: Mark Schroeder, Park & Recreation Director

Re: Germantown Crushers Softball Field Usage Agreement

Attached for your review and recommendation is a 2-year agreement with the Germantown Crushers for 2017-2019. The Germantown Crushers are a new independent organization being started by resident Robb Wilson. Robb had previously coached boys baseball and girls softball as part of the Germantown Diamond Club. This agreement is similar to the agreements with other affiliate organizations. Appendix A defines the assigned field space.

A per participant fee of \$15 is incorporated to address deficiencies in field maintenance. The fees paid are deposited in the Park and Recreation Non-Reverting, Non-Lapsing Facility Fund designated for use by the Village to help maintain the fields used by Germantown Crushers softball. The organizations are required to provide a liability insurance policy, and relinquish usage if the Village declares a need.

This agreement has been reviewed by Robb Wilson of the Germantown Crushers, and the Village Attorney. Following review and recommendation by the Park and Recreation Commission, this agreement will be sent to the Village Board for approval.

Attachment: 2017-2019 Field Usage Agreement

FACILITY USAGE AGREEMENT

This Agreement entered into as of the date specified below by and between the **VILLAGE OF GERMANTOWN**, Washington County, Wisconsin (the "Village") and **GERMANTOWN CRUSHERZ SOFTBALL**, Germantown, Wisconsin (the "User").

In consideration of the mutual obligations, undertakings, promises and covenants set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **USAGE OF FIELD:** The Village hereby agrees to allow the User to utilize one (1) field at Firemen's Park (Freistadt Field), one (1) field at Kinderberg Park, and one (1) field at Haupt Strasse Park (see appendix A) for games and practices (the "Premises").
2. **RIGHT OF USAGE:** The Village's Parks and Recreation Department shall be responsible of scheduling the various sport fields located at Freistadt Field, Kinderberg Park, and Haupt Strasse Park and will have priority in usage of the fields. The User will be allowed non-exclusive use of the fields for softball games and practices during their season (April – July). The Village reserves the right to close the fields at any time for routine or preventative maintenance, poor or unsafe conditions and/or at other times when deemed in the best interest of the Village. The fields may be utilized by the Village, in its sole discretion, for baseball or softball practices as well as other recreational uses, including without limitation, use by other applicants, associations, or teams.
3. **REPAIRS:** User agrees that any repairs that need to be completed to the Premises resulting from User's use thereof shall be the sole responsibility of the User, provided that Village may, in its sole discretion, choose to complete any repair work on its own and invoice User for the cost thereof. Such invoice shall be paid within 60 days of its issuance.
4. **TERMS:** The term of this agreement is two (2) years and shall commence on March 1, 2019 and terminate on December 31, 2020 unless terminated or renewed in accordance with this agreement.
5. **IMPROVEMENTS:** It is understood and agreed that the Premises will be used by the User for games, practices, storage, and related lawful uses. The User may, at its own expense, construct and install improvements and equipment on the Premises to carry out its purposes and use thereof, provided that such work and equipment shall first be approved by the Village. Approvals are required by the Park and Recreation Director, Park and Recreation Commission, Building Inspection and possibly Planning Commission and Village Board depending on project and improvements. Any permanent structures or improvements installed by User shall become property of the Village, while any non-permanent improvements shall remain property of the User.
6. **FEES:** User will assess a \$15.00 fee for each participant playing in their Club. The fee will be deposited in a non-reverting and non-lapsing fund to be used for preventative and routine maintenance and/or improvements at the Village's discretion. The Village will charge the User for products (i.e. chalk, diamond dry, turface, etc) used for their activity. Routine maintenance shall be performed according to the schedule outlined in Appendix B.

7. **SPONSORSHIP:** The Village reserves and retains all naming rights and all rights and privileges for sponsorships, advertising and promotions. In the event that this agreement relates to the scheduling of a tournament, camp or clinic, the User shall provide the Village with written notice of any event sponsors, including the name of the sponsors and other information that may be requested by the Village. Event sponsorships will be permitted unless such sponsorship conflicts with any other Village sponsorships.
8. **ASSIGNMENT AND SUBLETTING:** User may not assign this agreement or the usage of the Premises, or any part thereof, to any other organization.
9. **COMPLIANCE WITH LAW:** User shall maintain the playing facility and comply with the highest safety standards set forth by the User's governing body. Except as otherwise provided for within this Agreement and those changes undertaken at User's discretion subject to the terms herein, User shall not be required to make any alterations, additions or improvements to the premises.
10. **LIABILITY:** User, on behalf of itself and its affiliates, successors, heirs and assigns, hereby releases and holds the Village and its officers, employees, representatives and agents harmless from any and all liability of any kind or nature occasioned by any act or omission within or on the Premises. User further agrees to keep in full force and effect during the term of this agreement, a public liability insurance policy, written and issued by a responsible insurance company acceptable to the Village, insuring itself and the Village against injury to property, person, or loss of life arising out of the use and occupancy of the demised premises, with limits of at least \$100,000 property damage, \$500,000 for one person, and \$1,000,000 for any number of persons injured or killed in any one accident, and shall furnish the Village adequate and written evidence of such coverage annually.
11. **AMENDMENT AND DEFAULT:** This Agreement may be amended at any time upon the mutual written agreement of the parties. This Agreement may be terminated in the event of the default of any of the terms and conditions set forth herein provided that User has failed to correct such default following 30 days written notice by the Village to User.

Entered into this ____ day of ____, 2019

VILLAGE OF GERMANTOWN

GERMANTOWN CRUSHERZ SOFTBALL

Village President

President

Village Clerk

Secretary

Park & Recreation Director

Treasurer

APPENDIX A

Firemen's Park – Freistadt Field



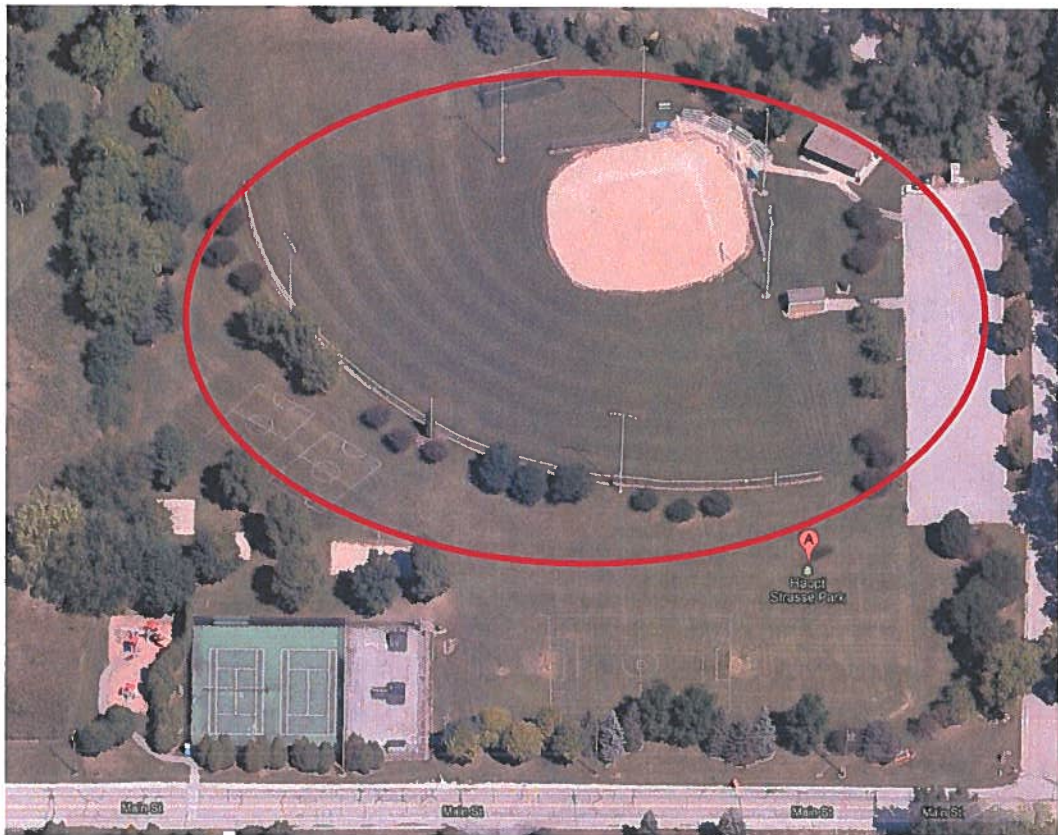
APPENDIX A

Kinderberg Park



APPENDIX A

Haupt Strasse Park





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
2019 Meeting Dates*

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

January 16, 2019

Director's Report

Firemen's Park Shelter & Park Design Plans – Phase 1 Final Report & Phase 1 Cost Estimate –

Attached is the final feasibility study for the project. Also attached is a cost estimate for Phase 1 site work and utilities. Phase 1 design services would add another \$17-20,000 to the project. The 2019 CIP Budget requests will be reviewed at the January 22nd General Government & Finance Committee Meeting.

2019 Park & Recreation Operating & Capital Improvements Fund Budgets - The Public Hearing for the 2019 Village Budget will be held on Monday, November 19th. The 2019 Budget was approved with no modifications to the 2019 Park & Recreation Operating Budget. The CIP Budget project requests (\$750,000 – Firemen's Park Shelter, \$60,000 – Weidenbach Park Playground, \$50,000 - Friedenfeld Park Pathways) will be reviewed at the January 22nd GGF Meeting.

School District/Village of Germantown Intergovernmental Agreement (IGA)– Meetings were held with the school district administrative staff was on November 19th, December 13th, and January 3rd. The Village Board discussed the School/Village IGA in closed session following each of those meetings to keep informed on the status of negotiations. At the December 13th staff meeting, the village was given an updated facility fee schedule. This fee schedule was approved by the Board of Education in December. Based on existing recreation program use, the impacts to the participants could range from \$150,000 to \$200,000 annually. The Village Board discussed this issue at the Monday, January 7th meeting with the direction given to communicate the fee increases to the program users. Included in the packets is the letter and fee analysis chart that was emailed to families, as well as posted on the village website and department Facebook page. The Board of Education will be reviewing and potentially approving the IGA at the January 14th meeting.

Weidenbach Park Playground 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. Pending approval by the village, the plan is to send the RFP to selected playground equipment vendors the week of January 25th with a proposal deadline of March 1st. 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.

Germantown Crusherz Softball Field Usage Agreement – Review & Recommendation – Included in the meeting packets is the affiliate agreement for 2019-2020. Following review and recommendation by the Park & Recreation Commission, this agreement will be sent to the Village Board for approval.

2019 Park & Recreation Commission Meeting Calendar – Included in the meeting packets is the proposed 2019 schedule of meeting dates.

Ball Diamond & Football Field Maintenance Projects – The department is utilizing monies in the Recreation Facility Fee Fund to continue with the ongoing improvements to park athletic fields. The ball diamond project with Total Lawn Care (TLC) started in November. Work includes cutting and removal of lips, adding ball diamond mix, and re-grading of the infields at Haupt Strasse, Kinderberg, Freistadt, and Friedenfeld Parks. Due to weather issues, work could only be completed at Freistadt Field and Kinderberg diamond. Work will continue in Spring 2019. Total Lawn Care has also continued with the ongoing turf management program for the main football field at Friedenfeld Park. In both 2017 and 2018, TLC has top-dressed, over-seeded, and fertilized the entire field with sand/organic mix, utilizing an Aerivator.

Haupt Strasse Park Site Improvements – The public works/parks staff have removed the old playground equipment, and also installed drain tile in several areas of the park. The goal is to improve park usability for playground, soccer, and baseball/softball participants. Site work will continue in Spring.

Tree City USA – 2018 Application for Certification – Staff submitted the 2018 application to the WDNR by the 12/31/2018 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 – With the help of the mild December weather, the DPW/Parks crews were able to complete the remaining sections of the project. This included removal of underbrush, invasive species, as well as dead and/or dying trees along the interior trail corridor, and around the tennis and basketball courts. The forestry work was completed by December 12th, with stone installed on the pathways the week of December 17th.

Recreation Division Report – January 16, 2019 Commission Meeting

The department has 46 programs starting in January including: Bucketeers, 1st/2nd Grade Buckets, Hoopsters, Poms, Power/Pixies Poms, Tae Kwon Do, Yoga, Yoga Trial Class, TRX, Learn, Burn & Build Self Defense Techniques, Functional Fitness, Functional Fitness Senior Edition, Body Basics, Restore Your Core, PULSE, Pilates Mat, Tai Chi, Sporties for Shorties, Barre Fitness, Strength Training, Sewing Classes, Acrylic Painting, Wellness Classes – Well Women & The Pelvic Floor, Afterschool Volleyball (3 sites), Learn to Skate, Into to Hockey, Belly Dancing, Archery, Girls Softball Hitting Clinic, Indoor Tennis, Oodles of Art, Preschool playgroup, Story Stretchers, Youth & Little Tykes Martial Arts, Kids Choir, Therapy Dog Screening, Pickleball, Music Fun, Music Fun for Babies, Music Fun for Families, and the Field Trip to Kalahari.

Programs cancelled due to low enrollment: Zumba, Zumbini, Mac Arthur Afterschool Volleyball.

Upcoming events include the following:

Teen Trip to Kalahari: Co-sponsored by Germantown Youth Futures we are running a field trip to Kalahari Indoor Water park on Friday, January 25th. Trip is for teens grades 6-12 and openings still exist.

Snowman/Snow Creature Building Contest: We are 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 standing by it. Deadline to submit photos is February 15th. We look forward to seeing the creative entries!