



COMMUNITY SERVICES COMMISSION AGENDA

Tuesday, August 17, 2010

7:00 pm

Richfield Community Center (7000 Nicollet Ave)

Commission Members			Staff	Liaisons
Reed Bornholdt	Greg Mangold	Bob Shotwell	Jim Topitzhofer (<i>Staff Liaison</i>)	Fred Wroge (<i>Council</i>)
Gerry Charnitz (<i>Chair</i>)	Arlan Nelson	Joe Springer	John Evans (<i>Secretary</i>)	Rick Jabs (<i>Planning Com</i>)
Dan Edgerton	Rodney Schmidt	Sarah Till (<i>VC</i>)		
		Michele Thompson		

1. Approval of Minutes

- Regular Meeting: July 20, 2010

2. Public Comment

- Items not printed on the agenda

4. Action Items

- Tier-One Skate Park Request for Proposal

6. Next Meeting

Tuesday, September 21, 2010

7:00 p.m.

Richfield Community Center

7. Adjournment



RICHFIELD COMMUNITY SERVICES COMMISSION EXECUTIVE SUMMARY

Meeting Date: July 20, 2010

Agenda Item: Tier-One Skatepark Request for Proposal
Agenda Section: Discussion Items
Attachments: Draft RFP
Contact: Jim Topitzhofer
Recommended Action: Review attached RFP and discuss location

A public meeting was conducted on July 28, 2010. Seventeen people showed up, including several children and one teenager. The group had differing opinions of the project. Proponents spoke in favor of the central location and that the proposed location near the basketball court was secluded and separate from other uses of the park. People against the project said the facility would attract “thugs” and kids with bad behaviors, that funds were better spent on other park improvements and that the project would interfere with other uses of the park. Community Services Commission member Greg Mangold was present at the meeting and will provide further comment on the testimony received.

A resident asked if the Community Services Commission considered locating the skate park near the tennis courts in Augsburg Park (see map), and that this location may be less intrusive to the picnic areas of the park. It was the consensus of the group to suggest that the Commission discuss this location at their next meeting. Since the meeting, Jim Topitzhofer has learned there is a storm sewer buried below this area making it unsuitable as a possible location.

The Commission is asked to review the attached RFP once again before it goes to City Council for consideration.



**CITY OF RICHFIELD, MN 55423
RECREATION SERVICES DEPARTMENT
REQUEST FOR PROPOSAL
FOR
DESIGN, SUPPLY & INSTALLATION
OF CONCRETE TIER-ONE SKATEPARK
AT AUGSBURG PARK**

I. GENERAL GUIDELINES.

A. Requests For Competitive Proposals.

The City of Richfield is seeking competitive proposals from interested and qualified companies for the design, supply and installation of a concrete tier-one skatepark at Augsburg Park, 7145 Wentworth, Richfield, MN 55423.

B. Owner and Submission Information.

Interested companies should submit **ONE COPY** of their competitive proposals to:

**Jim Topitzhofer, Recreation Services Director
City of Richfield
7000 Nicollet Avenue South
Richfield, MN 55423
RE: Richfield Lake Park Proposal**

Competitive proposals shall include all of the items set forth in Section II below. Any questions regarding this Request for Proposals should be directed to **Jim Topitzhofer, Recreation Services Director at 612-861-9394.**

All proposals must be sealed and submitted to the Recreation Services Department at the above address by 10:00 a.m. on _____ . Late submissions will not be considered.

II. PROJECT DESCRIPTION AND SCOPE.

A. General Project Scope.

The City of Richfield Recreation Services Department is seeking competitive proposals for the design, supply and installation of concrete tier -one skatepark as defined in Section II B and C.

B. **Budget**

Design, supply and installation of the skatepark, soil samples, testing, soil emending freight, delivery and sales tax and all other costs associated with the project should not exceed the budget of \$70,000.

C. **Design and Cost Proposals**

The Proposer shall provide a concrete skatepark design suitable for the proposed site. If Proposer deems modifications are necessary to the proposed site, these modifications should be indicated on proposer's plans and are subject to approval by the City.

The design must meet the following guidelines:

1. Design to comply as a tier-one Skatepark as defined by the League of Minnesota Cities Insurance Trust.
2. Concrete specifications should be based upon recommendations from the City's Soil Engineer, James Samuelson, Braun Intertec, 1826 Buerkle Road, St. Paul, MN 55110, 651-487-3245.
3. All edges should be reinforced with a metal type edge to prevent cracks and chipping.

Design should include the following components:

1. Street plaza components only, such as stairs, handrails and ledges
2. No Ramps
3. Incorporate one skate-able art component.

Each competitive proposal submitted should reflect, by line item, the cost for the design, purchase and installation of skatepark components, including all applicable sales taxes, freight, and other costs associated with each piece of equipment. Costs should be broken down into logical categories to aid the City in evaluation and include:

- All soft costs; including design, overhead, insurance, proposal, performance and payment bonds, as well as all applicable sales taxes.
- All hard costs; including all work and materials related to the installation of concrete and soil amendment.

Each Proposer must submit the following with bid:

- Written assurance that the design meets all applicable specs.
- Concept plan layout of design and catalogue(s) with proposed equipment and safety surfacing identified for review by staff.
- Current warranty, insurance, and product specification information on all products and materials included in your proposal.
- Written estimate of delivery and installation time frame.

D. **Site Review**

Each Proposer must visit the site to become familiar with terrain. See the following exhibits for additional information:

Exhibit "A" - Park locator map which identifies the location of the park within the city.

E . **References**

Each Proposer shall provide a list of _____ municipal references. Each reference must include the name and address of the jurisdiction where the Proposer has installed a concrete skatepark similar to the skatepark proposed for this request, and the name and daytime telephone number of an individual, who still works for the jurisdiction, that the City can contact. Municipalities should be within the metropolitan area and the installation should not be more than five years old.

III. **EVALUATION AND SELECTION.**

A. **Design Considerations**

The design proposed will be a key factor in the selection process. The City encourages innovative, interesting and exciting designs that will distinguish Richfield parks and stand up to the elements.

B. **Evaluation Criteria**

The Selection Committee will evaluate and rank each proposal against the following criteria:

1. Overall design
2. Delivery and installation timeframe
3. Warranty provisions
4. Review/Inspection of previous installations and/or references

The recommendation of the Community Services Commission will be provided to the City Council. The City Council will award the contract to the successful designer/installer.

C. **Contract and Insurance Requirements.**

The selected vendor will be required to enter into a contract with the City, provide the City with a performance bond in an amount equal to the full amount of the contract (or in the discretion of the City an irrevocable letter of credit) to assure the timely performance of and payment for the work proposed, and assure their availability to have the Project play equipment delivered no earlier than _____, and the Project completed by _____. Insurance requirements include:

1. **Worker's Compensation Insurance:** The Contractor shall take out and maintain, during the life of the contract, Worker's Compensation Insurance with a company that is lawfully authorized to do business in the State of Minnesota. Such insurance shall protect the Contractor, or Subcontractor or anyone directly or indirectly employed by any of them from claims under worker's compensation, disability benefit and other similar employee benefit acts.

2. Commercial/Comprehensive General Liability Insurance: The Contractor shall take out and maintain during the life of this contract Public Liability Insurance, Property Damage Liability, and Personal Injury Insurance with a company that is lawfully authorized to do business in the State of Minnesota. Such insurance shall protect the Contractor, Subcontractor, or anyone directly or indirectly employed by the Contractor or Subcontractor performing work covered by this contract from claims arising out of public liability, property damage, or personal injury including death, as well as claims for property damage which may arise out of work. The Contractor's policy shall list the City as an additional insured on a primary or non-contributory basis. The recommended minimum limits of insurance per project are:

- General Aggregate \$500,000
- Product-Completed Operations Aggregate \$500,000
- Personal and Advertising Injury \$500,000
- Per Occurrence (Bodily Injury & Property Damage) \$500,000

3. Fire Insurance: The Contractor is responsible for insuring for fire, and extended coverage including vandalism and malicious coverage on the work included in the contract from the beginning of the work until final acceptance of the completed project. The policies shall cover all work incorporated in the project and all material in place or stored at the site for installation against loss by fire and wind. This provision does not exclude material partially paid for by the Owner. This insurance shall be for the full insurable value of the material and shall be kept in full force until final acceptance of the work by the Owner.

4. Automobile Insurance: The Contractor shall take out and maintain during the life of the contract Automobile Insurance with a company that is lawfully authorized to do business in the State of Minnesota. The recommended minimum limits of insurance are \$1,000,000 combined single limit (B1 & PD).

All insurance referenced in paragraphs 1 through 4 shall be placed with companies acceptable to and approved by the City prior to the commencement of the work. The Contractor shall submit copies of the certificate with the City prior to commencement of the work. Certificates of insurance will not be canceled or allowed to expire until at least 30 days prior written notice has been given to the City. The City shall be shown on the General Liability coverage as an "additional insured."

Any proposals received with limits lower than those referenced above may still be considered for this project.

D. Reservations and Other Considerations.

1. The City of Richfield reserves the right to reject any or all proposals for reasons of safety, quality, quantity, design or other issues deemed important to the successful completion of the project. Any proposals exceeding the maximum funding or footprint on the site will be excluded.

2. Proposals are to be submitted on or before 10:00 a.m., _____, to Richfield Recreation Services Department, 7000 Nicollet Ave South, Richfield, MN 55423, RE: Augsburg Skatepark Proposal. For additional information contact Jim Topitzhofer, Recreation Services Director, 612-861-9394. City Council award of contract is scheduled on _____. Proposal amounts will need to be effective for 45 days after the above deadline.
3. The City reserves the right to accept proposals based upon factors other than the lowest price as set forth in the evaluation criteria.
4. The City will not be responsible for any costs incurred by those submitting or preparing competitive proposals. At the request of the Proposer, proposals will be returned after the selection process has been completed and a vendor selected.
5. The City reserves the right to revise the scope of the project based on budget limitations and other relevant considerations.
6. The City reserves the right to select more than one provider for the Skatepark Project.
7. Each Proposer must meet the City of Richfield contract requirements. The City reserves the right to reject proposals that cannot meet contract requirements.

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