



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Parks and Recreation Committee

Monday, February 20, 2017

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[17-182](#) Minutes of the January 23, 2017 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 1-23-17 P & R Committee Meeting.pdf](#)

4. **Public Hearings/Appearances**

5. **Action Items**

[17-183](#) Action Item: Award Contract to Zimmerman Architectural Studios for Design and Engineering Services for Jones Parks Design for a Contract of \$219,936 and a Contingency of 15% for a Contract Not-To-Exceed \$252,926

Attachments: [Action-Jones Park Design-Zimmerman \(2-20-17\).doc](#)

[17-184](#) Action Item: Award Contract to Lunde & Williams for Design Services for Ellen Kort Peace Park for a Not-To-Exceed Contract of \$25,000

Attachments: [Action-Ellen Kort Peace Park Approval \(2-20-17\).doc](#)

[17-187](#) Action Item: Award Contract to McMahon Engineers & Architects for Design and Engineering Services for the Memorial Park Restroom/Concession Facility for a Contract of \$58,325 and a Contingency of 15% for a Contract Not-To-Exceed \$67,074

Attachments: [Action-Memorial Park Design Approval \(2-20-17\).doc](#)

6. **Information Items**

[17-186](#) Erb Park & Pool Update

[17-185](#)

Director's Report

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions on the agenda, please contact the Parks, Recreation & Facilities Management Department at 920-832-5514.



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Meeting Minutes - Final Parks and Recreation Committee

Monday, January 23, 2017

6:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

The meeting was called to order by Alderperson Martin at 6:00 p.m.

2. Roll call of membership

Others: Tom Flick, Niki Wendt and Kabel Helmbrecht, Parks, Recreation & Facilities Management; Attorney Chris Behrens, Legal Services

Present: 4 - Martin, Croatt, Spears and Williams

Excused: 1 - Mann

3. Approval of minutes from previous meeting

[17-083](#)

Minutes of the January 9, 2017 Parks & Recreation Committee Meeting

Attachments: [Minutes of the 1-09-17 P & R Committee Meeting.pdf](#)

Alderperson Croatt moved, seconded by Alderperson Williams, that the Minutes of the January 9, 2017 Parks & Recreation Committee be approved.

Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Croatt, Spears and Williams

Excused: 1 - Mann

4. Public Hearings/Appearances

None

5. Action Items

[17-084](#)

Action: Request Approval of the Updated Pool Rental Reservation and General Use Policy

Attachments: [Memo - Updated Pool Rental Reservation and General Use Policy.docx](#)
[Pool Rental Reservation and General Use Policy 2016 - Redline.pdf](#)
[Pool Rental Reservation and General Use Policy 2016 - CLEAN.pdf](#)

Alderson Croatt moved, seconded by Alderson Spears, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Croatt, Spears and Williams

Excused: 1 - Mann

[17-088](#)

Action: Request Approval of the Updated Aquatic Programs Fees and Charges Policy

Attachments: [Memo - Updated Aquatic Programs Fees and Charges Policy.docx](#)
[Aquatic Programs Fees and Charges Policy 2016 - Redline.pdf](#)
[Aquatic Programs Fees and Charges - CLEAN.pdf](#)

The Aquatic Programs Fees and Charges Policy was amended as follows:

Aquatic programs offered by the City of Appleton, as a whole, shall recover a minimum of 50% of the operating costs of those programs through a user fee charged to each participant for instructional programs, open swim, season passes and coupons.

And,

Daily pool admission fees for Erb, Mead and West Pool were amended to all be the same amount.

Open Swim - 3 & Under FREE

Open Swim - Youth \$3.00

Open Swim - Adult \$4.00

Open Swim - Senior \$3.00

Non-Swimming Care Givers - \$1.00

Alderson Spears moved, seconded by Alderson Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 3 - Martin, Croatt and Williams

Nay: 1 - Spears

Excused: 1 - Mann

6. Information Items

[17-085](#) Annual Presentation by the Students of the Fox River Academy on Projects and Initiatives at Pierce Park

This item was presented

[17-089](#) Presentation of the 2016 Annual Report for the Recreation Division

This item was presented

[17-086](#) Erb Park & Pool Update

This item was presented

[17-087](#) Director's Report

This item was presented by Deputy Director Tom Flick

7. Adjournment

The meeting was adjourned at 7:06 p.m.

Aldersperson Spears moved, seconded by Aldersperson Croatt, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Martin, Croatt, Spears and Williams

Excused: 1 - Mann



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 2/20/2017

RE: Action Item: Award contract to Zimmerman Architectural Studios for design and engineering services for Jones Park design for a contract of \$219,936 and a contingency of 15% for a contract not-to-exceed \$252,926.

The 2017 Capital Improvement budget allocated \$1.55 million to perform design, engineering and construction services for the renovation of Jones Park. Four firms responded to Request for Proposals and were evaluated for relevant experience, prior project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in park design, landscape architecture and building architecture. For this project the Deputy Director, Grounds Manager, Facilities Project Manager and I scored the proposals. Below are the pricing and scores received from the RFP evaluation.

Ayres	- \$188,311 (points 72.00)
Lunde-Williams	- \$192,629 (points 75.50)
R.A. Smith	- \$239,045 (points 78.50)
Zimmerman/MSA	- \$219,936 (points 83.75)

After careful review our team recommends awarding a contract to Zimmerman/MSA for \$219,936. Zimmerman/MSA effectively demonstrated the necessary vision for all areas of this project to ensure the investment is fully maximized. Note both Zimmerman and MSA have teamed up to leverage both of their firm's strengths in both architecture and park design. Zimmerman is currently also working on the Exhibition Center which also allows for a seamless design as the two properties are closely connected. Please note lower cost proposals were received, but upon evaluation the proposals did not fully meet the requirements of the request for proposal such as survey, geo-technical, design development of the performance stage, etc. and/or did not demonstrate a project understanding or provide as strong a team as others did in their proposals.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 2/20/2017

RE: Action Item: Award contract to Lunde & Williams for design services for Ellen Kort Peace Park for a not-to-exceed contract of \$25,000.

The 2017 Capital Improvement budget allocated monies to perform conceptual and design development services for Ellen Kort Peace Park. Four firms responded to Request for Proposals and were evaluated for relevant experience, prior project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in park planning, riverfront development, an understanding of peace parks and architecture. For this project the Deputy Director, Grounds Manager, Facilities Project Manager and I scored the proposals. Please find below their pricing and scores received from the RFP evaluation.

CORRE -	\$27,283 (points 74.50)
Lunde-Williams -	\$25,000 (points 79.25)
R.A. Smith -	\$71,721 (points 79.50)
MSA -	\$42,500 (points 73.25)

After careful review our team recommends awarding a contract to Lunde Williams for \$25,000. An interview with our team was conducted to review the project and we were very impressed with the project team Lunde-Williams has assembled to work on this project. They effectively demonstrated the necessary vision for all areas of this project to ensure the investment is fully maximized.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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TO: Parks & Recreation Committee

FROM: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

DATE: 2/20/2017

RE: Action Item: Award contract to McMahon Engineers & Architects for design and engineering services for the Memorial Park restroom/concession facility for a contract of \$58,325 and a contingency of 15% for a contract not-to-exceed \$67,074.

The 2017 Capital Improvement budget allocated \$75,000 to perform conceptual and design and engineering services for the Memorial Park restroom/concession facility and landscape. Four firms responded to Request for Proposals and were evaluated for relevant experience, prior project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in park design, landscape architecture and building architecture. For this project the Deputy Director, Grounds Manager, Facilities Project Manager, Recreation Manager and I scored the proposals. Below are the pricing and scores received from the RFP evaluation.

Gries	-	\$52,020 (points 69.00)
McMahon	-	\$58,325 (points 80.20)
Zimmerman	-	\$63,128 (points 81.80)
MSA	-	\$129,000 (points 85.60)

After careful review our team recommends awarding a contract to McMahon for \$58,325. An interview with our team was conducted to review the project and we were very impressed with the project team McMahon has assembled to work on this project. They effectively demonstrated the necessary vision for all areas of this project to ensure the investment is fully maximized. Though Zimmerman scored very similar, after further questioning it was determined McMahon had included a more comprehensive and complete proposal that meets our scope of work.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.