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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Parks and Recreation Committee

FROM: Dean R. Gazza

DATE: 12-12-2016

RE: Action: Award the City of Appleton "2016 Erb Playground Equipment Project"
contract to Lee Recreation, LLC in an amount not to exceed \$145,000.

The 2016 Capital Improvement Plan includes \$240,000 for installing a new playground at Erb Park. Because the Erb Park and Pool Renovation project was approved we incorporated the site work for the playground in that project thus the balance of \$95,000 will not be required.

The process for obtaining pricing for playground equipment varies from the traditional process because each company provides proposals only for equipment they represent which varies greatly amongst manufacturers. In the traditional process companies can bid apples-to-apples and if the specification can be met then price is the deciding factor to award the contract.

Companies were requested to provide designs based on the same amount of \$120,000. This allows for the ability to compare proposals for value. Our internal team then evaluated the design on several factors such as value, playability, accessibility, maintainability, warranty and service, etc. We received seven (7) proposals (Lee Recreation, MN WI Playground, Boland Recreation, Northland Recreation, Commercial Recreation Specialists, Gerber Leisure, and Miller and Associates). We reviewed all seven proposals with staff and narrowed the list down to two finalists who best met our requirements - Lee Recreation and MN WI Playground. We then conducted interviews with the two finalists and the PRFMD staff unanimously chose Lee Recreation.

In addition, we worked with Lee Recreation to identify some amenities that we felt were important to the final design, but missing from their original submittal. These included a parent/infant swing, additional equipment for those with disabilities and shade. To offset the price the City has agreed to provide some of the labor for one day during construction of the playground.

The Parks, Recreation, and Facilities Management Department recommends awarding the contract for the Erb Park Playground Equipment to Lee Recreation, LLC in an amount not to exceed \$145,000.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.