

1. Agenda

Documents: [PARK\\_20151001\\_AG.PDF](#)

2. Complete Packet

Documents: [PARK\\_20151001\\_PK.PDF](#)

**AGENDA**  
**PARKS COMMISSION**  
**THURSDAY, October 1<sup>st</sup>, 2015**  
**7:00 P.M.**

Pursuant to Section 19.82 of the Wisconsin Statutes, notice is hereby given that the park commission of the city of Fitchburg, Dane County Wisconsin, will meet at 7:00 p.m. on Thursday, October 1<sup>st</sup>, 2015 in the Meeting Room at the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 to consider the following:

(Note: Full coverage of this meeting is available through FACTv and Streaming Video, accessible on the city web site at <http://www.fitchburgwi.gov/677/Government-Channel/>)

- 1. Call to Order**
- 2. Approval of Minutes – August 6<sup>th</sup>, 2015 meeting**
- 3. Public Appearances**
  - A. Non Agenda Items**
  - B. Public Hearing on Resolution R-102-15 – A Resolution Adopting Huegel-Jamestown Park Plan Update**
- 4. Communication**
  - A. October 10<sup>th</sup> Meet and Greet at NSGC**
  - B. 2016 Urban Forestry Grant Application – October 1<sup>st</sup>**
  - C. October 6<sup>th</sup> – Public Meeting - Park, Open Space & Recreation Plan Update**
  - D. Gold Addition Eagle Scout project – Hans Granroth**
  - E. Move December 3<sup>rd</sup> meeting to December 17<sup>th</sup> – URPL presentation.**
- 5. Review and Approve Agenda**
- 6. Discussion/Action Resolution R-102-15 – A Resolution Adopting Huegel-Jamestown Park Master Plan Update**
- 7. Discussion/Action All City Swim Meet 2016 Seminole Glen Park – Laura Callan**
- 8. Discussion/Action Schumann Greenway Restoration and McKee Farms NW Pond Enlargement Concept Plan – Rick Eilertson – Environmental Engineer.**
- 9. Discussion/Action Syene Road Playground Proposals**
- 10. Staff Reports/Updates**
  - A. Recreation**
  - B. Forestry**
  - C. Parks**
- 11. Future Agenda Items**
  - A.**
- 12. Announcements As Allowed By Law**
  - A. The next 2 Park Commission Meetings will be held on December 17<sup>th</sup>, 2015 and January 7<sup>th</sup>, 2016**
- 13. Adjournment**

NOTE: It is possible that members of and possibly a quorum of members of other government bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Please note that, 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, contact Fitchburg City Hall, 5520 Lacy Rd., Fitchburg, WI 53711 608-270-4200.

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Administrative Offices  
5520 Lacy Road  
Fitchburg, WI 53711-5318  
Phone: (608) 270-4200  
Fax: (608) 270-4212  
[www.city.fitchburg.wi.us](http://www.city.fitchburg.wi.us)

## AGENDA

### PARKS COMMISSION THURSDAY, August 6<sup>th</sup>, 2015 Minutes

#### **DRAFT DRAFT**

Pursuant to Section 19.82 of the Wisconsin Statutes, notice is hereby given that the park commission of the city of Fitchburg, Dane County Wisconsin, will meet at 7:00 p.m. on Thursday, August 6<sup>th</sup>, 2015 in the Council Chambers at the Fitchburg City Hall, 5520 Lacy Road, Fitchburg, WI 53711 to consider the following:

#### 1. Call to Order

Chair Person Terra Them called the meeting to order 7:00 P.M.

In attendance: Alder Jake Johnson, Karen Lawrence, Andrew McClannahan, Eric Wilcots, Forester/Naturalist Ed Bartell, Park/Forestry Assistant Philip Krahn, and Director Scott Endl.

Others in attendance: Patrick Cheney

Absent: Mark Vivian, Zyronia Mims

#### 2. Approval of Minutes – July 9<sup>th</sup>, 2015 meeting

Jake Johnson moved to amend agenda items #11 and #12 to spell “ensure” correctly, which was included in the 3<sup>rd</sup> and 5<sup>th</sup> bullet of both agenda items, Andrew McClannahan 2<sup>nd</sup>. Eric Wilcots abstained. Motion Carried.

#### 3. Public Appearances - Non Agenda Items

None

#### 4. Communication

##### A. Pack N’ the Park event – August 7<sup>th</sup>, 2015

Scott Endl shared with the Commission information regarding the upcoming Pack N’ the Park event – he invited everyone to stop down if they have the time.

##### B. Fitchburg Fields Community Gardening Class proposals

Scott Endl shared with the Commission upcoming Community Garden programs. These programs will be run by the Fitchburg Fields organization.

### **C. 2016 Urban Forestry Grant Application – Ed Bartell**

Ed Bartell shared with the Park Commission details of the 2016 Urban Forestry Grant application including the need for a Common Council Resolution. The Resolution that is needed will be approved by the Common Council at their September 22, 2015 meeting. Once this Resolution is received the 2016 Grant application will be submitted to the DNR.

### **D. McGaw Park Forestry Management Plan – Capstone Project – Kevin Short**

Ed Bartell reported that Mr. Kevin Short, a UW Landscape Architecture student will be conducting his Capstone Project as part of the McGaw Park Forestry Management Plan. Mr. Short was present and gave a brief report to introduce himself and talk about this project.

### **E. Gold Addition Eagle Scout project – Hans Granroth**

Scott Endl shared with the Commission this Eagle Scout project which includes work to create a path in this Gold Addition park parcel. Letters will be sent to neighbors informing them of this work along with gathering their thoughts and comments.

### **F. CIP Update – Dog Park/NSGC Clubhouse Additional Activity Area and Patio**

Scott Endl updated the Commission on the 2016-2020 CIP proposals.

#### **5. Review and Approve Agenda**

Eric Wilcots moved to approve agenda, 2<sup>nd</sup> by Jake Johnson. Motion Carried.

#### **6. Discussion/Action Congratulations Mr. Bartell's Retirement**

Scott Endl read the text on an appreciation plaque thanking Mr. Bartell for his dedicated service to the City and its Parks and Forestry Department's. Ed's last day of work will be September 18<sup>th</sup>. All wish him well in his retirement.

#### **7. Discussion/Action 2016 Crohn's & Colitis Walk – Leslie Del Ponte**

Ms. Del Ponte shared with the Commission details of this June 11, 2016 event along with answering Commission questions.

Jake Johnson moved to approve this event, 2<sup>nd</sup> by Karen Lawrence. Motion Carried.

#### **8. Discussion/Action Little Free Library Black Walnut Preserve – Rebecca Ahl**

Ms. Ahl and her son Henry spoke regarding this project. Park Commission members asked questions.

Andrew McClannahan moved to approve this proposal, Jake Johnson 2<sup>nd</sup>. Motion Carried.

#### **9. Discussion/Action Steele Benefit – Michelle Merrill**

Karen Hettenbach spoke on behalf of this September 27, 2015 event which will be held in McKee Farms Park. Commission members asked questions.

Karen Lawrence moved to approve this event, Jake Johnson 2<sup>nd</sup>. Motion Carried.

**10. Discussion/Action Pivot Demo Day at Quarry Ridge Recreational Area – Jeffrey Leonard**

**Mr. Leonard spoke of this August 16<sup>th</sup> event that will be held at Quarry Ridge Recreational Area. Commission members asked questions.**

**Eric Wilcots moved for approval, 2<sup>nd</sup> by Andrew McClannahan. Motion Carried.**

**11. Discussion/Action Comprehensive Development Plan Request CDP-2072-15 by Debbie Hatfield, Montgomery Associates, Chris Ehlers, Agent for William Ryan Homes (O'Brien Property) and James Spahr, Agent for Lionshare Group, LLC (Dunn Property), for a Residential and Industrial Development in the North Stoner Prairie Neighborhood (O'Brien and Dunn properties)**

**Debbie Hatfield and Chris Ehlers presented this concept plan to the Park Commission. Questions were asked by the Park Commission with answers provided by Ms. Hatfield and her team.**

**Eric Wilcots moved to approve the parkland and locations along with inclusion of Scott Endl's memo on this CDP along with the below listed Park Commission comments, 2<sup>nd</sup> by Jake Johnson. Motion Carried.**

- **Park Improvement Fee:** There are 177 dwelling units proposed in the CDP (146 single families, 31 multi-families). Based off the 2015 park improvement fees, these 177 units require \$96,475.00. If not paid in 2015 this amount would be adjusted to the year that it is being paid.
- **Parkland Dedication:** As noted in Section 3.10 of the CDP document, the full proposed CDP with 177 dwelling units requires 11.8 acres of parkland dedication; the development is providing a 3.8 acre park (Proposed Outlot 1), leaving a deficiency of 8 acres, or \$519,600 in fee in-lieu of parkland dedication (2015 \$).
- **Parkland Street Frontage:** This will be calculated at the platting stage as there is not enough detail in the CDP to calculate how much street frontage is being provided.
- **20' mid block easements need to be outlots**
- **Encroachment issue needs to be discussed and worked on**
- **East West connection of Bike path on North side of Lacy Road**
- **Parks will work in partnership with developer as it relates to the design of the park**
- **Investigate naming rights of park to the O'Brien family**

**12. Discussion/Action 2016 PRF Operating Budget**

**Scott Endl presented the 2016 PRF Operating Budget Proposal. Commission members asked questions.**

**Jake Johnson moved to approve recommended budget, including the addition of the opportunity to rent the space under a Shade Structure at the Splashpad. 2<sup>nd</sup> by Eric Wilcots. Motion Carried.**

**13. Staff Reports/Updates**

- A. Recreation**
- B. Forestry**
- C. Parks**

**14. Future Agenda Items**

- A.**

**15. Announcements As Allowed By Law**

- A. The next 2 Park Commission Meetings will be held on October 1<sup>st</sup> and December 3<sup>rd</sup>, 2015.**

**16. Adjournment**

**Eric Wilcots moved to adjourn, 2<sup>nd</sup> by Jake Johnson. Motion Carried 10:05 pm**

**Minutes provided by Scott Endl**

Public Hearing on Huegel-Jamestown Park Master Plan Update  
Fitchburg City Hall  
5520 Lacy Road  
October 1, 2015, 7:00 PM

The Huegel-Jamestown Park Master Plan Update process is wrapping up. Huegel-Jamestown Park is one of the City of Fitchburg Area Parks and is located at 5810 Williamsburg Way.

The Fitchburg Park Commission will hold a public hearing on this Updated Park Master Plan for the purpose of soliciting comments from the public regarding the plan. All interested persons will be given an opportunity to speak. After the public hearing is closed, the Park Commission will consider and provide recommendation on adoption of the master plan.

A copy of the Huegel-Jamestown Park Master Plan Update is available for viewing in City Hall at the Parks Department.

Comments and questions may be directed to Parks Director Scott Endl at 608-270-4288 or [scott.endl@fitchburgwi.gov](mailto:scott.endl@fitchburgwi.gov)

City of Fitchburg  
Steve Arnold, Mayor  
Patti Anderson, City Clerk

Please Publish: Friday, September 25, 2015



**FITCHBURG & FITCH-RONA  
POLICE, FIRE & EMS  
DEPARTMENTS**



INVITE YOU TO

# MEET & GREET

**Saturday, Oct. 10, 2015**

**10:00 a.m. to 12:00 p.m.**

at



**COME AND MEET YOUR LOCAL POLICE, FIRE,  
EMS AND K-9 UNIT**

**FOOD AND DRINK WILL BE AVAILABLE FOR PURCHASE**



**2201 TRACEWAY DRIVE, FITCHBURG, WI 53713 - (608) 271-5877**

*This is not a school-sponsored activity and the Madison Metropolitan School District does not approve, support, supervise or endorse this program/activity.*

# **2016 DNR Urban Forestry Matching Grant Application**

## **Project: EAB Treatment and Canopy Improvement**

### **Component 1. EAB Treatment -- Component Cost \$19,200**

- Fourth year of EAB treatments of all healthy, well-formed public ash
- Treatment program is on a 3 year cycle
  - 2016 is first year of second round
- 156 trees to assess and a subset of those to treat: ~2300 DBH inches
  - Specimen trees and Save-an-Ash trees
- Injections will be done by city public works and parks employees
- 2015 cost was \$6.97 per diameter inch
  - Assessment, insecticide, materials, labor, equipment

The long term outcome will be the preservation of mature trees and canopy. The selective removal of unhealthy or poorly-formed ash trees will slowly reduce the number in the urban forest avoiding an acute negative impact on the forest canopy and provide the opportunity to continue to improve the diversity of our forest.

### **Component 2. Arbor Day, Migratory Bird Day and Earth Day Celebration – Component Cost \$3600**

- Annual Event usually at Mckee Farms Park.
- 8 AM – 1 PM Saturday, May 7, 2016
- Agenda
  - Bird Walk
  - Tree Planting
  - Tree City, Growth Award and Bird City Award Presentations
  - ‘Tree of the Year’ Play
  - Tree and Bird Activities for Kids
  - Tree Walk
  - Pruning Demonstration
  - Refreshments
- Neighborhood Association Presentations
  - Arrange for presentation on EAB and various Urban Forestry topics at annual meetings.

### **Component 3. Staff Training – Component Cost \$4700**

- Urban Forester and Parks and Forestry Assistant attend WAA Conference in Green Bay
- Urban Forester and Parks and Forestry Assistant attend UW-Extension Winter Series Workshop

**Project Total: \$27,500**

**City Share: \$13,750**

**Grant Share: \$13,750**

### **Grant Project Ranking**

Urban Forestry Grant applications will be ranked according to how well the projects align with the DNR program objectives and priorities for last year.

These include:

- A) Long-term effect on urban tree canopy and the benefits it provides;
- B) Emerald ash borer plans or insecticide treatment to preserve canopy;
- C) Alignment with DNR urban forestry program goals;
- D) Developing or enhancing municipal tree management programs; and,
- E) Projects that could serve as a model for others to adopt.

While these priorities do not preclude funding any eligible project, applications that address the 2015 objectives and priorities will rank higher compared to those that do not.



**Scott Endl, Director  
Parks, Recreation and Forestry  
Phone: (608)270-4288  
Scott.Endl@fitchburgwi.Gov**

August 17, 2015

Dear Gold Addition Neighbors,

As you are aware the Common Council, on August 28<sup>th</sup>, 2012, approved Resolution R-78-12 accepting 17 acres of land located in the Gold addition subdivision for use as a public park space.

I wanted to inform you that Mr. Hans Granroth is continuing the Eagle Scout Project work that Mr. Mike Lucas began in the summer of 2013. This work includes the marking of a chipped trail along with development of that trail. Mr. Granroth has marked the trail with wooden lath as indicated on reverse side of this letter. Our plan is to clear a 10' wide section along this marked trail the week August 31<sup>st</sup>. Mr. Granroth has organized volunteers to assist him in the spreading of wood chips along this cleared path. This work is scheduled to begin on September 5, 2015.

This letter is being sent to inform you of this work and ask that you provide comment regarding the location of the trail. Comments, feedback, and/or concerns regarding this work should be provided to Scott Endl by August 27, 2015.

Your comments, feedback, and concerns regarding this project are welcomed and encouraged.

Thank you, in advance, for your help with this very worthy Eagle Scout Project.

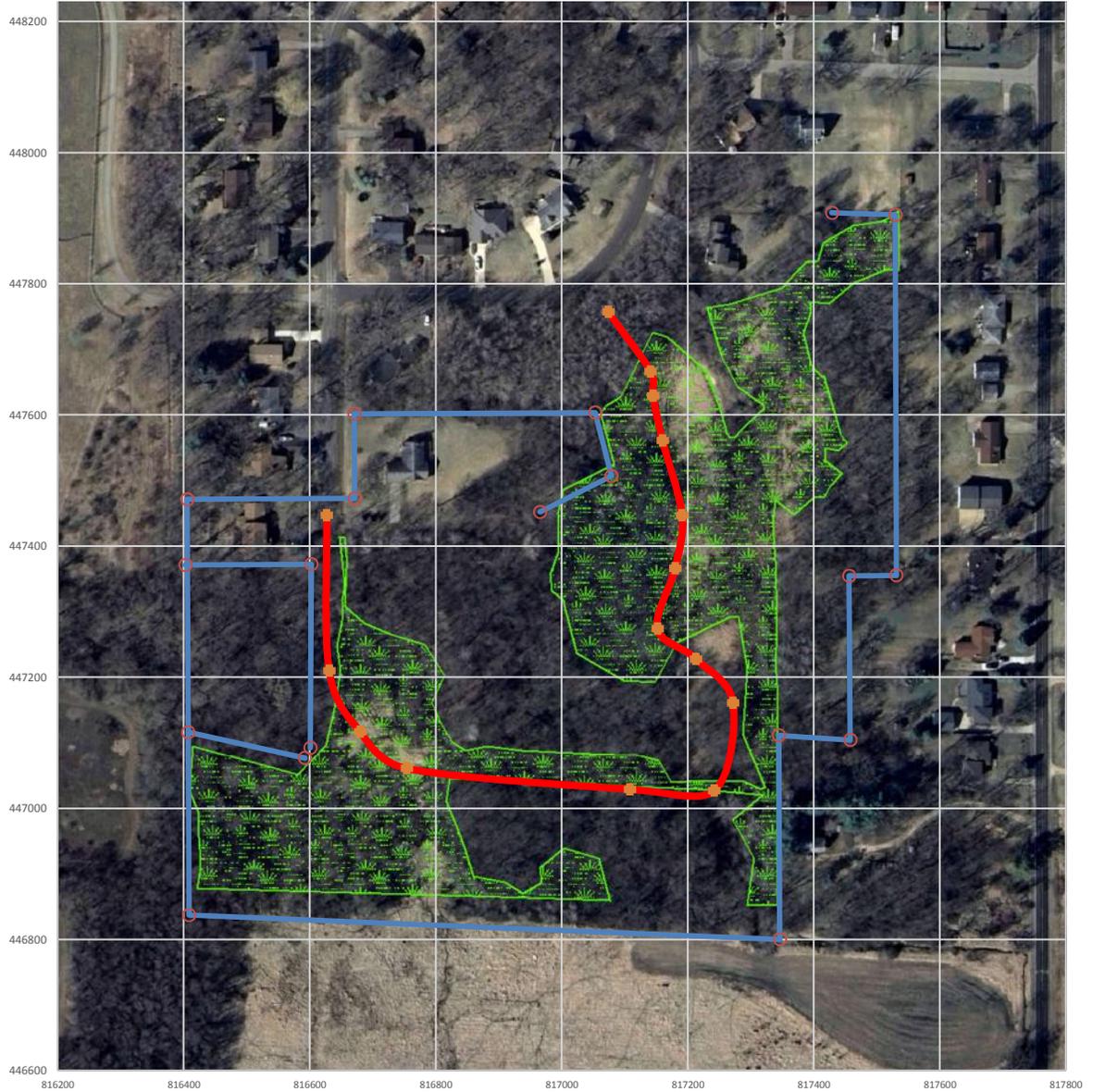
Respectfully,

Scott Endl  
Parks, Recreation & Forestry

# Gold Addition Park

○ Boundary

■ Proposed Path



# City of Fitchburg

## Committee or Commission Referral

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Direct Referral Initiated by:  
Direct Referral Approved by:

Date Referred: **September 22, 2015**  
Date to Report Back: **October 13<sup>th</sup>, 2015**

Ordinance Number:  
Resolution Number: **R-102-15**

---

Sponsored by: Mayor

Drafted by: Parks

**TITLE: A RESOLUTION ADOPTING THE HUEGEL-JAMESTOWN PARK  
MASTER PLAN UPDATE**

Background: In the fall of 2013, the Park Commission, with assistance from the Planning and Park Departments, in partnership with the City of Madison Park Planning Division, undertook an update master planning process for Huegel-Jamestown Park. The plan will be used by policy makers and city staff to help direct and guide facility, use, and recreation improvements to Huegel-Jamestown Park. This master plan update process involved several opportunities for public comment including a community survey.

Order	Referred To	Staff Contact	Place on Agenda For	Action Taken On Referral
1	Park Commission	Endl	October 1, 2015	

Amendments:

Mayor Arnold  
Introduced By

Parks Dept.  
Drafted By

Park Commissions  
October 1, 2015

September 22, 2015  
Date

**RESOLUTION R-102-15**

**APPROVING HUEGEL-JAMESTOWN PARK MASTER PLAN UPDATE**

**WHEREAS**, Parks, Recreation and Forestry Department, Planning and Zoning Department, and Park Commission, in partnership with the City of Madison Park Planning Department, have created a Park Master Plan Update for Huegel-Jamestown Park, to be presented to the Common Council and Park Commission for consideration; and

**WHEREAS**, a public plan development process, including community survey, has been undertaken to create this park plan update; and

**WHEREAS**, the Park Commission held a public hearing and recommended approval of the document titled: Huegel-Jamestown Park Master Plan Update; and

**THEREFORE, BE IT RESOLVED** by the Common Council of the City of Fitchburg that it hereby approves the Huegel-Jamestown Park Master Plan Update.

Adopted by the Common Council of the City of Fitchburg, Wisconsin on this 13<sup>th</sup> day of October, 2015

Approved by: \_\_\_\_\_  
Steve Arnold, Mayor

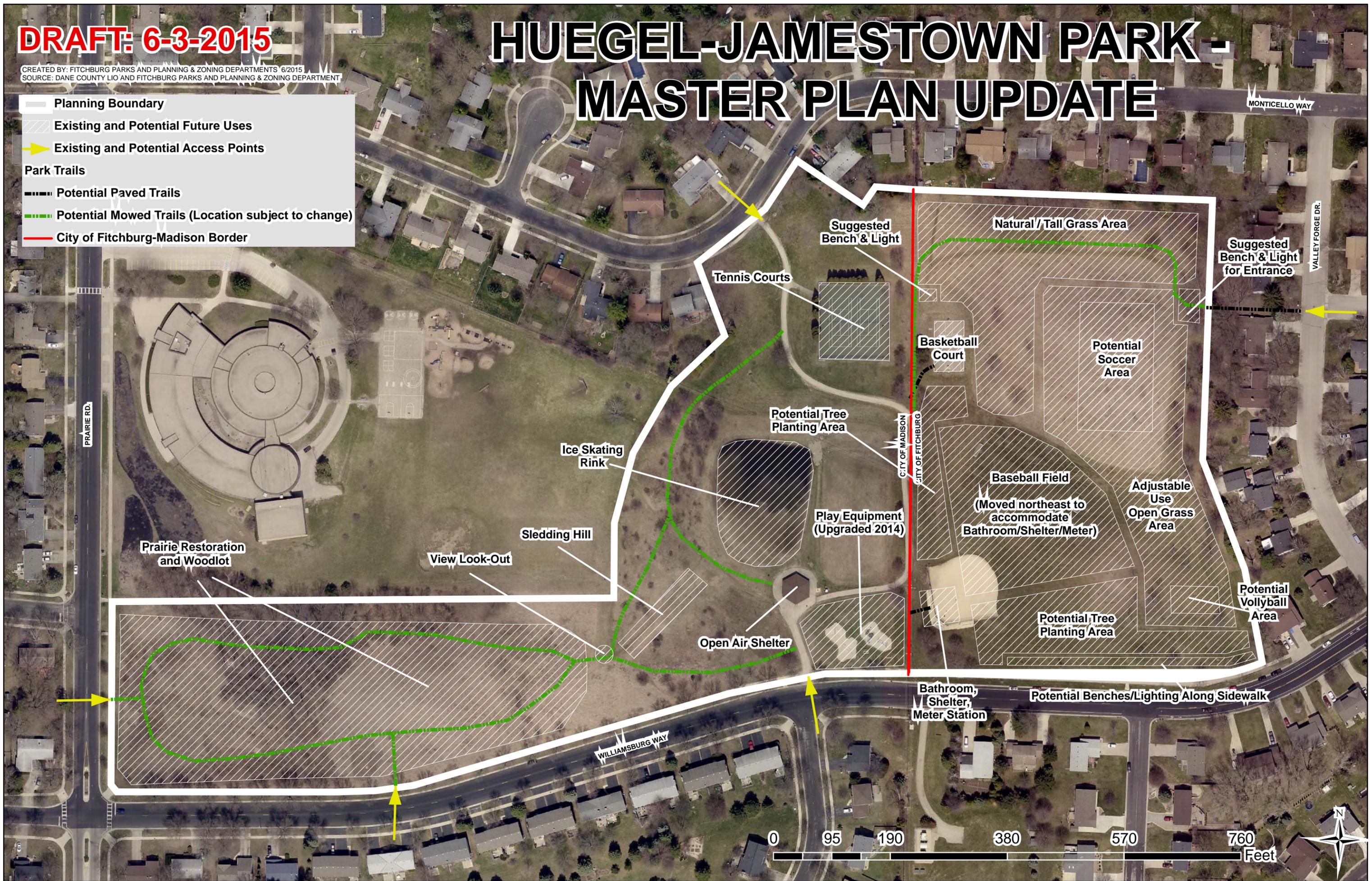
Attested by: \_\_\_\_\_  
Linda Cory, City Clerk

**DRAFT: 6-3-2015**

CREATED BY: FITCHBURG PARKS AND PLANNING & ZONING DEPARTMENTS 6/2015  
SOURCE: DANE COUNTY LIO AND FITCHBURG PARKS AND PLANNING & ZONING DEPARTMENT

# HUEGEL-JAMESTOWN PARK - MASTER PLAN UPDATE

- Planning Boundary
- Existing and Potential Future Uses
- ▶ Existing and Potential Access Points
- Park Trails
  - Potential Paved Trails
  - Potential Mowed Trails (Location subject to change)
- City of Fitchburg-Madison Border



Angus  
Young

Architecture | Engineering  
Interiors | Landscape

Balance in Creativity



October 1, 2015 Park Commission Meeting

Dear Park Commission:

In 2016, Seminole Pool will host the 55<sup>th</sup> annual All City swim meet. The meet will feature about 2,000 swimmers, ages 4 through 18, which will make it one of the largest open-air meets in the United States. The All City swim meet began in 1962 and culminates the All City swim league season that includes thirteen swim teams. The meet will begin Thursday July 28, 2016 and will run through Saturday July 30, 2016, approximately 8 a.m. to 5 p.m. each day.

I am one of the meet volunteers (one of more than 400 expected volunteers) and have been asked to coordinate and communicate with the City of Fitchburg regarding a number of matters including the use of the Seminole Glen Park (adjacent to the pool) for use as the meet's "tent city." Tent city is the area for each team's canvas tent (shelter for swimmers and their families and friends during the meet) and other venues such as concessions, first aid and bathrooms. When I spoke with Tony earlier this fall, he suggested I send this email confirming our request for use of the park beginning July 24 through July 31, 2016. Seminole Pool last hosted the meet in 2004 and used Seminole Glen for tent city. The park is the optimal location for tent city.

Please let me know if there are any other arrangements to make in connection with the use of Seminole Glen. I understand from my conversation with Tony that since the park is not a reservable space; the City would create a permit for Seminole Pool's use. If there is a permit application, please send this document directly to me.

Seminole Pool looks forward to working with this City to host a fantastic meet.

Sincerely,  
Laura Callan

STAFFORD  
ROSENBAUM  
LLP

Laura Callan  
[LCallan@staffordlaw.com](mailto:LCallan@staffordlaw.com) | 608.259.2644 |  
222 West Washington Avenue, Suite 900  
P.O. Box 1784 | Madison, Wisconsin 53701-1784  
[www.staffordlaw.com](http://www.staffordlaw.com) | [Stafford Blogs](#) | [Profile](#) |

**CITY OF FITCHBURG**  
**CONTRACT DOCUMENTS & SPECIFICATIONS**  
**Playground Structure – Rubber Chip Surfacing Installation**  
**Syene Rd Park**  
**With 1 Alternate**



September 2015

**DEPARTMENT OF PARKS AND RECREATION**  
**CITY OF FITCHBURG**  
**5520 LACY ROAD**  
**FITCHBURG, WISCONSIN 53711**

## REQUEST FOR BIDS

**Owner Name:** City of Fitchburg

**Project Name:** **Playground structure – Rubber Chip Surfacing Installation.**

The City of Fitchburg will receive sealed bids no later than 1:30 p.m., [Wednesday September 23rd, 2015](#) at the office of the City of Fitchburg Parks and Recreation Department, 5520 Lacy Road, Fitchburg, WI, 53711.

For the materials and INSTALLATION of:

**Playground structure – Rubber Chip Surfacing Installation in Syene Rd Park  
Alternate #1 – One 2 bay swing set with rubber chip surfacing installation.**

All bids must be on proposal forms prepared by the City of Fitchburg and must be submitted by the specified time on Wednesday September 23<sup>rd</sup>, 2015 at which time they will be publicly opened and read. Bids received which are not on forms prepared by the City of Fitchburg will be rejected.

The Contractor will be required to furnish a certified check or bid bond equal to at least 5% and not more than 10% of the bid payable to the City as a guaranty that if the bid is accepted the bidder will execute and file the proper contract within the time limited by the City.

All bids shall be in sealed envelopes with "**Playground structure – Rubber Chip Surfacing Installation**" Labeled across the front.

City of Fitchburg reserves the right to reject any or all bids or to waive any irregularities in any bid, or to accept any bid which will best serve the interest of the City of Fitchburg.

Questions may be directed to:

Johren Frydenlund  
Parks and Forestry Maintenance Supervisor  
City of Fitchburg  
1-608-729-1750  
[Johren.Frydenlund@fitchburwi.gov](mailto:Johren.Frydenlund@fitchburwi.gov)

END

## SCOPE OF SERVICES

The City of Fitchburg is requesting proposals for the design, furnishing and installation of play equipment for Syene Rd Park with swing set bay. The selected vendor will be responsible for providing all labor, materials, equipment and services required to accomplish this work. Work shall be completed prior to November 20<sup>th</sup> 2015.

**Alternate #1** – Provide and install one 2 bay swing set in Nobel Woods Park

The design for play equipment must conform to the: Consumer Safety Product Commission (CPSC) guidelines and provide a transition location to accommodate the Americans with Disabilities Act (ADA).

## GENERAL REQUIREMENTS

1. **Design / Play Equipment (Syene Road Park)** - The equipment shall be designed for children 5+ years of age and shall consist of a deckles system with all “Climbing” components. The combination of play equipment shall include active upper body strength, eye hand coordination, and balancing opportunities. A separate 2 bay swing set shall also be included with 1 infant / toddler seat, 1 Adaptive swing, and 2 regular swings.
  - a. **Alternate #1** - One 2 bay swing set which shall include 2 infant / toddler seats, and 2 regular swings.
2. **Amount Budgeted** - The City of Fitchburg has budgeted \$20,000 for all aspects of this base project described in this document (equipment and installation – Syene Road Park).
  - a. **Alternate #1** – The City of Fitchburg has budgeted \$5000 for all aspects of the project described in this document (equipment and installation)
3. **Specific requirements are as follows:**
4. **Furnish** - The Vendor will provide and deliver to the job site all specified playground equipment. The vendor will pay for all transportation costs and provide all manpower necessary to load and unload equipment, materials, and supplies from vehicles.
5. **Independent Contractors** - The Vendor shall be legally deemed an independent contractor and neither the vendor nor its employees shall, under any circumstances be considered to be agents of the City; and the City shall at no time be legally responsible for any negligence or other wrong doing by the Contractor, its servants or agents.
6. **Install** - The Vendor will be responsible for installing all specified equipment according to manufacturer’s specifications. The Vendor is responsible for installing all equipment and restoring all areas damaged during installation. All playground equipment installers must be factory certified for the equipment they are installing. The factory certification of the installer must be presented with each proposal.
7. **Timetable** - The vendor must have installation completed prior to November 20<sup>th</sup>, 2015.

## PROPOSAL REQUIREMENTS

- CONTENTS

1. Include a design plan with use zone and circulation pattern layouts for safe play.
2. Provide a brief narrative of playground.
3. Pictures of each play components/events, including swings.
4. A written list of all play components/ events.
5. Documentation that proposed playground equipment and safety surface meet all CPSC, ADA and ASTM standards/guidelines.
6. Proof of warranties covering the equipment and safety surface against manufacture defect
7. Proof of warranties covering labor and workmanship.
8. All proposals must provide a timetable for delivery of equipment and for installation assuming a October 2<sup>nd</sup>, 2015 award date. Also, include verification that your company can meet the installation timeline.
9. Attached Proposal Form.
10. Bid Bond or Certificate Check of at least 5% and not more than 10% of the bid.

- FORMAT

The proposal should be submitted in written and bound form. Items to be included in the proposal should be placed in the same sequence as outlined above.

- DIRECTIONS FOR SUBMITAL

Companies should submit three (3) copies of the proposal and three (3) copies of the proposal form in a sealed envelope or box and one (1) large-scale drawing/presentation for each proposal submitted for Syene Rd Park. These materials must be received at the offices of Parks and Recreation, City of Fitchburg by 1:30 p.m. (CST) on September 23<sup>rd</sup>, 2015 located at the following address:

Attention: Johren Frydenlund  
City of Fitchburg  
Parks and Forestry Maintenance Supervisor  
5520 Lacy Road  
Fitchburg, WI 53711

Package containing the proposal and any related materials should be clearly marked on the outside of the package as follows:

“PROPOSAL PLAY EQUIPMENT  
WITH  
RUBBER CHIP SURFACING INSTALLATION

Envelopes or packages containing proposals and related materials which are received after the date and time stated above will be returned unopened.

- COSTS INCURRED IN RESPONDING TO THIS RFP

The City of Fitchburg shall not be liable for any costs incurred by the vendor in responding to this request for proposal or for any costs associated with discussions required for clarification of items related to this proposal.

## SELECTION PROCEDURES

The City of Fitchburg will be solely responsible for the selection of a company to conduct the desired work. This selection process will be generally as follows:

- SELECTION

The selection will be based upon the written proposal and factors to be used for selection will be:

- Creativity and quality of the design
- Ability to meet CPSC, ADA and ASTM standards/guidelines
- Number of play components/events within the design
- Ability to meet the established budgeted amount
- Performance record and references
- Ability to complete work within established time frame

The recommendation of the Park's Commission will be submitted to the Mayor for Pre Approval. The City of Fitchburg reserves the right to reject all proposals and/or to accept that proposal, or portion of proposal, deemed most advantageous to the City.

- SELECTION TIMELINE

September 23<sup>rd</sup>; 1:30 p.m.  
October 1<sup>st</sup>, 2015:  
October 2<sup>nd</sup>, 2015:

Proposals due  
Recommendation Made to Parks Commission  
Mayor Pre-Approval

# PROPOSAL

The undersigned hereby declares that they have carefully examined the requirements of the specification contained herein, and propose to furnish and deliver to the City of Fitchburg the apparatus listed below.

SYENE RD PARK PLAYGROUND PROJECT	PRICE IN WRITTEN WORDS	PRICE IN WRITTEN NUMBERS
<b>Provide and Install Playground Equipment. Install Rubber Chip Surfacing.</b>		

Alternate #1	PRICE IN WRITTEN WORDS	PRICE IN WRITTEN NUMBERS
<b>Provide and install Swing Set. Install Rubber Chip Surfacing</b>		

The Owner reserves the right to reject any or all Bids, to waive any technicality and to accept any Bid or Alternative which it deems advantageous to the Owner. Prices bid shall be for the cost including all labor and all other costs associated with completely performing all parts of the Contract.

Contractors are required to show proof of past performance in **the sale and installation of playground equipment and rubber chip surfacing** by submitting a list of three (3) projects in the last year that have been completed by the Contractor. References are due at the time bid proposals are submitted and shall be included with the bid.

The undersigned, through its authorized representatives, hereby certifies that he/she:

1. Understands and accepts the terms and provisions of this Contract as provided in the Contract Documents,
2. Has reviewed this Proposal and has found it to be accurate in all material respects,
3. Is authorized to submit this Proposal,
4. Agrees to finish all work associated with this project by the Completion Date of **November 20<sup>th</sup>, 2015** including final clean up and repair of defective work, unless an extension of time is granted.
5. Will commence work after the Commencement Date of **Date October 2<sup>nd</sup>, 2015**, and prosecute the same with due diligence to its completion as set forth in the Specifications.
6. Agrees to pay Daily Liquidated Damages as defined in the Specifications.

Signed By \_\_\_\_\_ Phone \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

END

## CONTRACT

This Contract made the **(October 2<sup>nd</sup>,2015)**, ( \_\_\_\_\_ ) hereinafter called the "Contractor", and the City of Fitchburg, hereinafter called the "Owner".

WITNESS, THAT the Contractor and the Owner for the consideration stated herein agree as follows:

ARTICLE I - Scope of Work. The Contractor shall perform everything required to be performed and shall provide and furnish all of the labor, materials, necessary tools, expendable equipment, and all utility and transportation services required to perform and complete in a workman-like manner all the work required for crack sealing and other miscellaneous items in connection with the **Playground with rubber chip surfacing at Syene Rd Park** of the Owner, all in strict accordance with the Plans and Specifications, prepared by the City of Fitchburg, acting and in these Contract Documents referred to as the Parks and Recreation Department, which Plans and Specifications are made a part of this Contract, and in strict compliance with the Contractor Proposal and other Contract Documents herein mentioned which are a part of this Contract; and the Contractor shall do everything required by this Contract and the other documents constituting a part thereof.

ARTICLE II - Compensation to be Paid to the Contractor. In consideration of the completion of the work described herein and in fulfillment of all stipulations of this Contract to the satisfaction and acceptance of the Owner, the Owner shall pay and the said Contractor further agrees to receive and accept payment based on the prices bid for material and labor as set forth in the conformed copy of Contractor Proposal hereto attached, which prices shall agree with those in the accepted Contractor's Proposal as filed with the Owner on the **23<sup>rd</sup> day of September, 2015**, as full compensation for furnishing all the equipment and materials, and for the costs of all premiums on insurance and bonds and for all work contemplated and specified in this Contract; also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstructions or difficulties which may be encountered in the prosecution of the same; and for all risks of every description connected with the work; and for well and faithfully completing the work and the whole thereof, in full compliance with the Specifications and the requirements of the Engineer under them. There shall be no measurement or separate payment for any items not listed and all costs pertaining thereto shall be included in the contract unit prices for the items listed unless agreed to in writing prior to construction.

ARTICLE III - Component Parts of This Contract. This Contract consists of the following component parts, all of which are as fully a part of this Contract as if herein set out verbatim, or, if not attached, as if hereto attached.

- I. Request for Bids
- II. Standard Specifications
- III. Instructions to all bidders
- IV. Scope of Services
- V. Detailed Specifications
- VI. Contractor's Proposal
- VII. Contract (this document).

In the event that any provision in any of the above component parts of this Contract conflict with any provision in any other of the component parts, the provision in the component part first enumerated above shall govern over any other component part which follows it numerically, except as may be otherwise specifically stated.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in two (2) original counterparts the day and year first written above.

\_\_\_\_\_  
Company

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

(SEAL)

City of Fitchburg

Attest:

By: \_\_\_\_\_

By: \_\_\_\_\_

Steve Arnold  
Mayor

Patti Anderson  
City Clerk

By: \_\_\_\_\_

Patrick Marsh  
Comptroller

END