

City of Evansville
Park & Recreation Board Regular Meeting
Tuesday, February 16th, 2021, 6:00 p.m.

Due to COVID 19 this meeting will not be held in person. To attend the meeting virtually please go to: meet.google.com/cke-iazy-twx or call: +1 567-236-0714 and enter pin: 228 747 609#

When you are not speaking, please mute your microphone or telephone to reduce background noise.

Copies of the packet and/or agenda are available at
http://www.ci.evansville.wi.gov/city_government/public_agendas_minutes/park_board.php

AGENDA

1. Call to order
2. Roll call
3. Motion to approve the agenda
4. Motion to waive the reading of the January 19th, 2021 minutes and approve them as printed.
5. Citizen appearances other than agenda items listed

6. New business

7. Parks report
 - A. Lake Leota Dam repair – (place holder)
 - B. 2021 creek walls and 2nd duck house (place holder)
 - C. Park security & internet (place holder)
 - D. Dog park update (place holder)
8. Pool report
 - A. Leak/paint repairs (place holder)
9. Old business
 - A. 2021 Baseball schedule / Fee Schedule (place holder)
 - B. Boy Scout Event
 - C. Park & pool design update (place holder)
 - i. Motion to approve the Request for Proposal and Quotes for a new park, aquatic center and splash pad.
 - D. Adopt a Park Program (place holder)

10. Other

11. Meeting Reminder:

A. Regular meeting on March 16th, 2021 at 6:00 p.m.

12. Motion to adjourn

City of Evansville
Park & Recreation Board Regular Meeting
Tuesday, January 19th, 2021, 6:00 p.m.

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MINUTES

1. Call to order by Chairperson Morrison at 6:02 p.m.
2. Roll call: Espinosa, Fuson, Hamilton, Merrit, Poock, Prudhon, Morrison. Also present Chad Renly, Ray Anderson, Leah Hurtley, Jason Sergeant.
3. Motion to approve the agenda made by Fuson seconded by Prudhon
4. Motion to waive the reading of the December 15th, 2020 minutes and approve them as printed made by Fuson, seconded by Prudhon. Approved by voice vote
5. Citizen appearances other than agenda items listed
 - A. Senior project proposal– Gavin Frey: Would like to build birdhouses for the Evansville City Parks. Motion to approve this senior project with help by Ray Anderson made by Prudhon and seconded by Poock. Approved on a voice vote.
6. New business
7. Parks report
 - A. Boy Scout event discussion – update: Keith Henning and Andy Olasen presented the plan for the event to be held at Lake Leota on Saturday, February 13. Andy felt there was plenty of space on the lake to allow for social distancing and are expecting 25 to 50 participants. Not all participants will be there all day. All activities would be outdoors, but the lunch will be prepared in the Scout House. Keith has secured outdoor heaters so they can eat outdoors more comfortably. Poock asked that masks be worn if the participants are in close proximity during special group events and that no more than 10 be allowed at any session. Members of the Board referred to the Rock County COVID guidelines for guidance. All of the guidelines point to moving events outdoors and doesn't put a limit on events in the public parks. Leah Hurtley pointed to the fact that the shelters were rented during the past year with a COVID waiver. Poock moved that the Boy Scouts can hold the Jamboree event following the guidelines set forth by both the Board and Rock County, seconded by Hamilton and passed on a unanimous roll call vote.
 - B. Dam repair – (place holder): Renly reported that he would be getting the plans and drawings from the engineers by the end of the current week.
 - C. Ice skating rink – update: Anderson and Renly looked at locations. The retention pond at Countryside Park was not viable due to parking and other issues. A location next to the West Side Park parking lot looks like it would be workable. Renly also researched kits to create a rink but found they were cost prohibitive. Alternatives

included hay bails and plastic sheeting. Volunteers would be needed to remove snow from the rink as it would be placed on a low priority for the city. The intent to have a rink in place next winter.

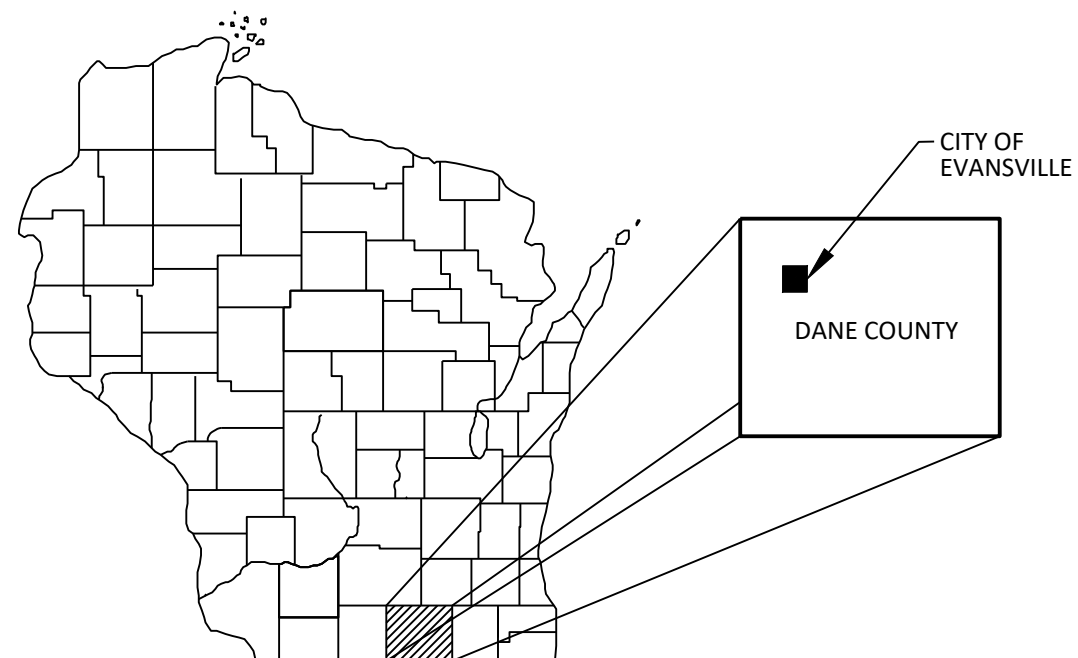
- D. 2021 creek walls and 2nd duck house (place holder): No new information.
 - E. Park security & internet (place holder): Will probably set up cameras in the spring.
 - F. Dog park update (place holder): No new information.
 - G. General park report, Anderson had nothing to report.
8. Pool report
- A. Leak/paint repairs (place holder): No updates
9. Old business
- A. 2021 Baseball schedule / Fee Schedule: Leah Hurtley reported that there haven't been any meetings with the coaches due to the lack of fee schedule. Draft of last year's fee schedule should be used. Jon Frey will send a note to Leah about the Jays schedule. Troy Larson President of the Evansville Angels girls softball club said the number of participants is growing. They have been using the school diamonds but hoping to expand the schedule and hoping to use some of the city diamonds. The lower diamond would be acceptable for softball. Anderson will work with Larson if minor changes need to be made.
 - B. Park & pool design update (place holder): Jason Segreant presented the draft RFP for engineering and design services. He asked the Board to review and contact him with any comments so that it can be finalized at the February meeting.
 - A. Adopt a Park Program (place holder): No updates.
10. Other: Hamilton submitted his resignation having served on the Board for six years and asked that the city find a replacement for him. His service is appreciated. Chairperson Morrison will inform the Mayor.
11. Meeting Reminder:
- A. Regular meeting on February 16th, 2021 at 6:00 p.m.
12. Motion to adjourn, motion made by Hamilton and seconded by Espinosa. Approved by voice vote at 7:26 pm.

PLAN OF PROPOSED IMPROVEMENTS
LAKE LEOTA DAM

ROCK COUNTY, WISCONSIN

DRAWING INDEX

- C1.0 TITLE SHEET
- C2.0 SITE OVERVIEW
- C2.1 PROPOSED REPAIR LOCATIONS
- C3.0 CONCRETE DETAILS
- C3.1 CONCRETE RESURFACING AREAS



OWNER:
 CITY OF EVANSVILLE
 535 S. MADISON STREET
 EVANSVILLE, WI 53536
 ATTN: CHAD RENLY, MUNICIPAL SERVICES DIRECTOR
 PHONE: 608-490-1313
 EMAIL: Chad.renly@ci.evansville.wi.gov

ENGINEER:
 JEWELL ASSOCIATES ENGINEERS INC.
 560 SUNRISE DRIVE
 SPRING GREEN, WI 53588
 PHONE: 608-588-7484
 FAX: 608-588-9322
 ATTN: TODD DEIBERT
 EMAIL: todd.deibert@jewellassoc.com



560 Sunrise Drive
 Spring Green, WI 53588
 phone: 608-588-7484

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**Lake Leota Dam Repairs
 Evansville, Wisconsin**

| | |
|----------------|----------|
| Date | |
| 1-21-21 | |
| Date | Revision |
| | |
| Drawing Name | |
| Title Sheet | |
| Sheet No. | |
| C1.0 | |
| Project Number | |
| E29110 | |



LAKE LEOTA

SPILLWAY 2

SPILLWAY 1

BURR W JONES CIR

ANTES DR

NORTH

JEWELL
 associates engineers, inc.
 Engineers - Architects - Surveyors

560 Sunrise Drive
 Spring Green, WI 53588
 phone: 608-588-7484

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**Lake Leota Dam Repairs
 Evansville, Wisconsin**

| Date | Revision |
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| 1-21-21 | |
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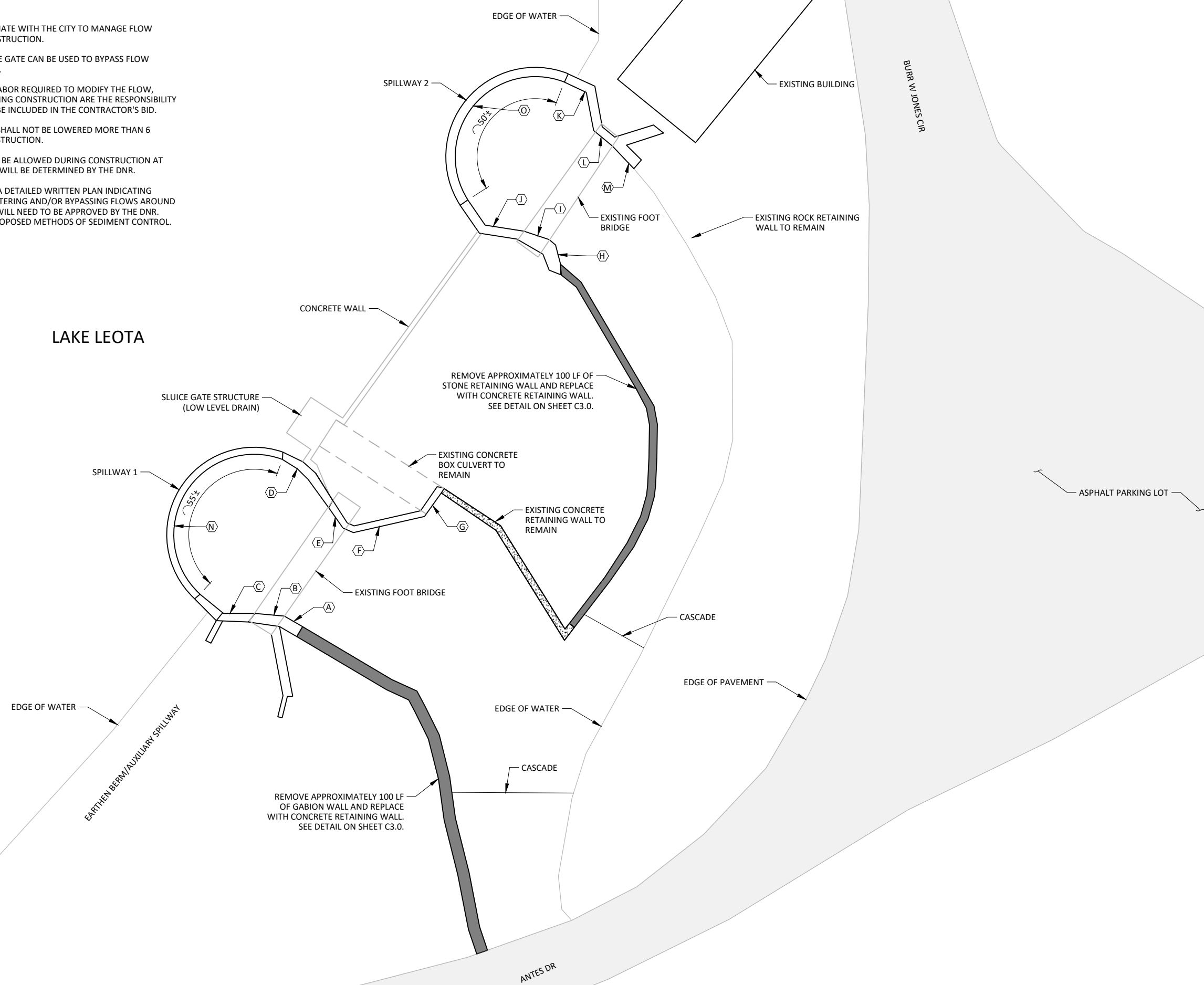
Drawing Name
SITE OVERVIEW

Sheet No.
C2.0

Project Number
E29110

NOTES:

1. THE CONTRACTOR SHALL COORDINATE WITH THE CITY TO MANAGE FLOW THROUGH THE DAM DURING CONSTRUCTION.
2. IT IS ANTICIPATED THAT THE SLUICE GATE CAN BE USED TO BYPASS FLOW DURING WORK ON THE SPILLWAYS.
3. ALL NECESSARY MATERIALS AND LABOR REQUIRED TO MODIFY THE FLOW, DEWATER, OR DIVERT WATER DURING CONSTRUCTION ARE THE RESPONSIBILITY OF THE CONTRACTOR AND SHALL BE INCLUDED IN THE CONTRACTOR'S BID.
4. THE WATER LEVEL IN LAKE LEOTA SHALL NOT BE LOWERED MORE THAN 6 INCHES AT ANYTIME DURING CONSTRUCTION.
5. A MINIMUM STREAM FLOW SHALL BE ALLOWED DURING CONSTRUCTION AT ALL TIMES. THIS MINIMUM FLOW WILL BE DETERMINED BY THE DNR.
6. THE CONTRACTOR SHALL SUBMIT A DETAILED WRITTEN PLAN INDICATING MEANS AND METHODS FOR DEWATERING AND/OR BYPASSING FLOWS AROUND AREAS OF THE WORK. THIS PLAN WILL NEED TO BE APPROVED BY THE DNR. THE PLAN SHALL ALSO INCLUDE PROPOSED METHODS OF SEDIMENT CONTROL.



JEWELL
 associates engineers, inc.
 Engineers - Architects - Surveyors

560 Sunrise Drive
 Spring Green, WI 53588
 phone: 608-588-7484

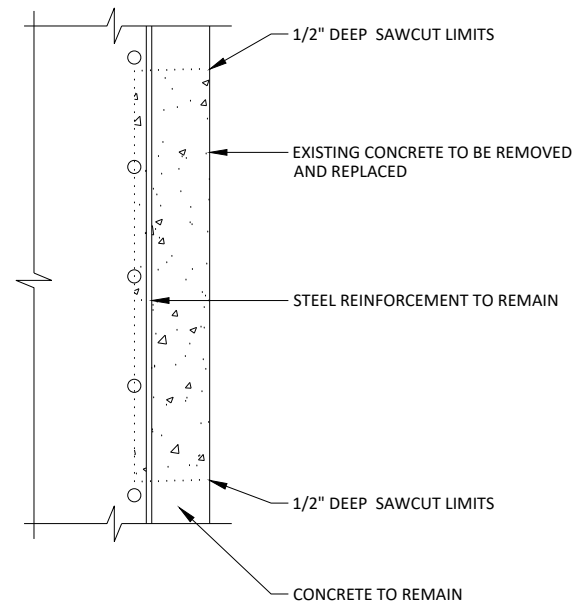
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**Lake Leota Dam Repairs
 Evansville, Wisconsin**

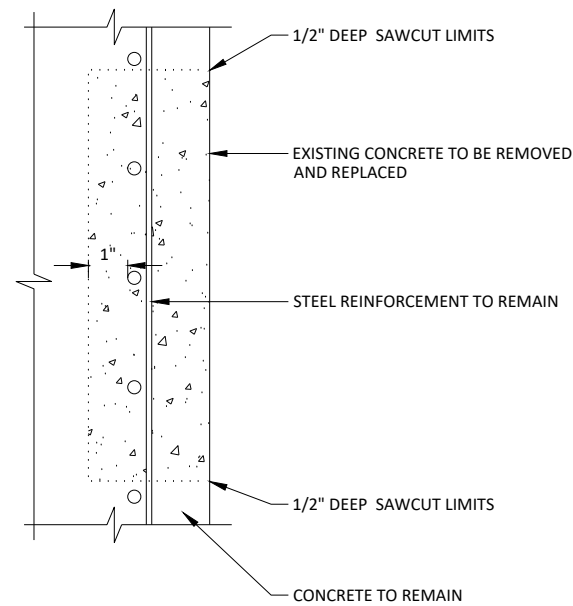
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| 1-21-21 | |
| Date | Revision |
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Drawing Name
**PROPOSED
 REPAIR
 LOCATIONS**

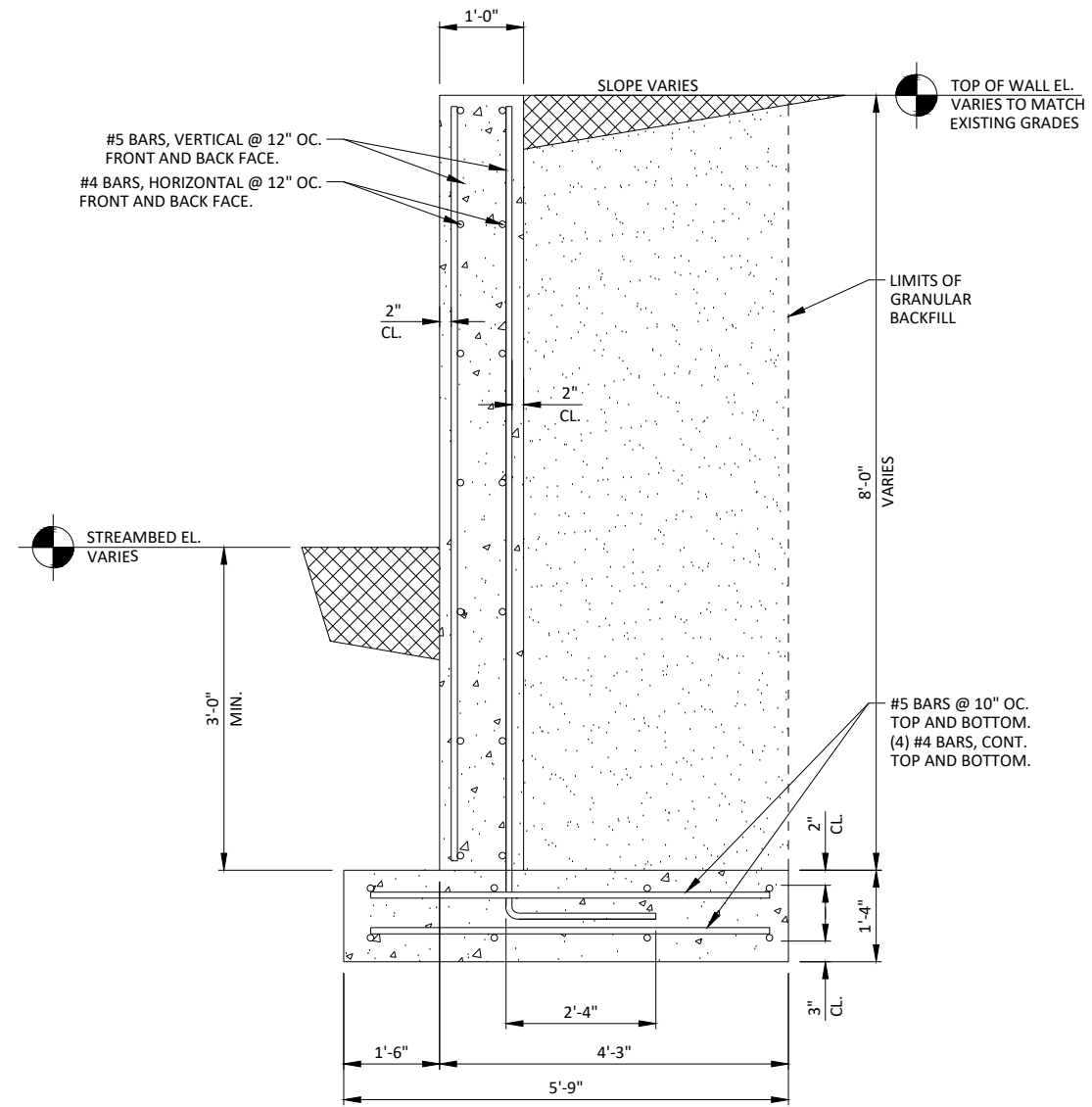
Sheet No.
C2.1
 Project Number
E29110



CONCRETE SURFACE PREPARATION TYPE 1



CONCRETE SURFACE PREPARATION TYPE 2



RETAINING WALL

Lake Leota Dam Repairs
 Evansville, Wisconsin


| Date | Revision |
|---------|----------|
| 1-21-21 | |
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Drawing Name
CONCRETE DETAILS

Sheet No.
C3.0

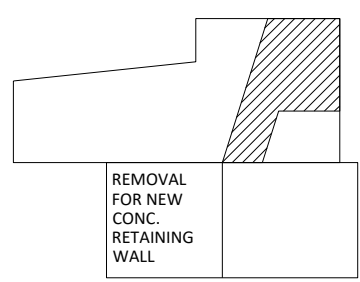
Project Number
E29110

LEGEND

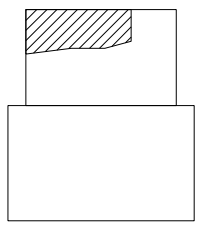
 TYPE 1 REPAIR

 TYPE 2 REPAIR

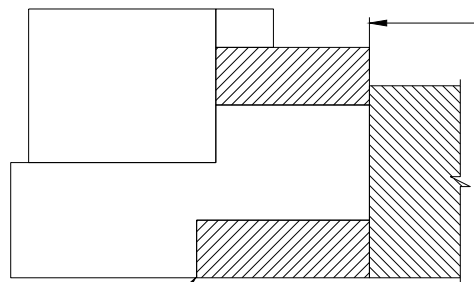
NOTE
 ALL AREAS LISTED ARE ESTIMATED, NOT MEASURED FROM SURVEY
 ALL VERTICAL SURFACES SHALL RECEIVE CONCRETE SURFACE PREPARATION, TYPE 1. AREAS ESTIMATED TO RECEIVE CONCRETE SURFACE PREPARATION TYPE 2 ARE SHOWN BELOW. THE ENGINEER IN THE FIELD SHALL DETERMINE TYPE 2 LIMITS.



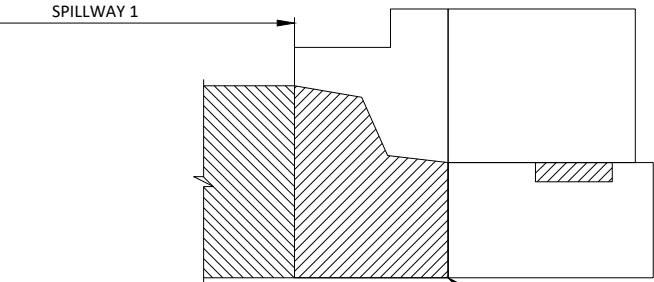
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 27 SF



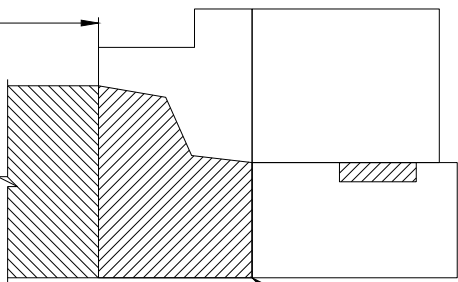
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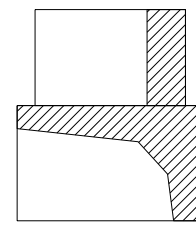
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 51 SF



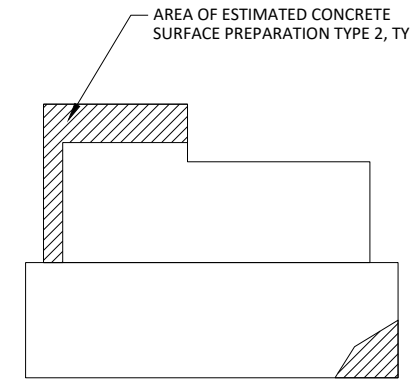
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 500 SF



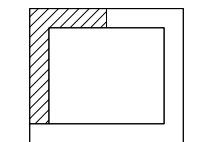
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 TYPE 1: 244 SF
 CONCRETE SURFACE PREPARATION
 TYPE 2: 68 SF



E
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 TYPE 1: 97 SF
 CONCRETE SURFACE PREPARATION
 TYPE 2: 35 SF

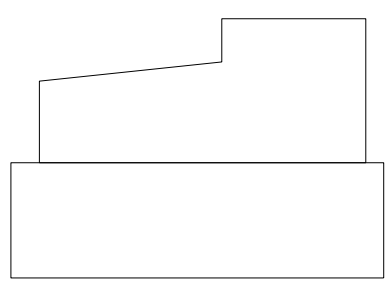


F
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 27 SF

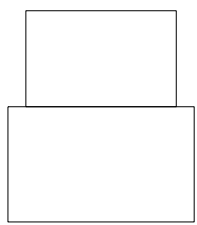


G
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 9 SF

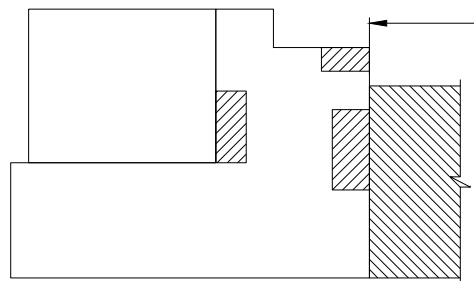
SOUTH DAM ELEVATIONS



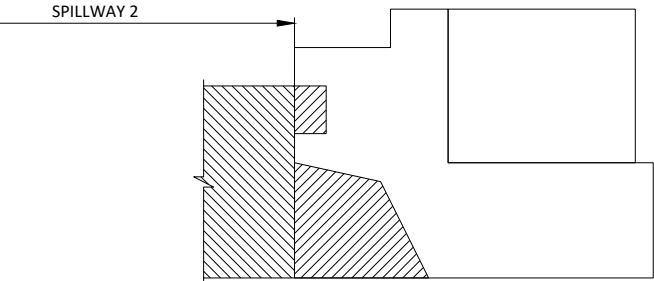
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 0 SF



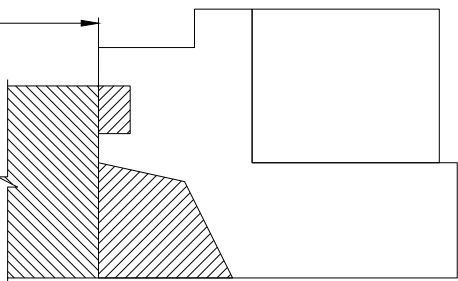
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 0 SF



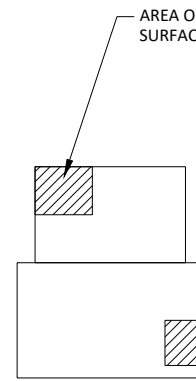
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 TYPE 2: 17 SF



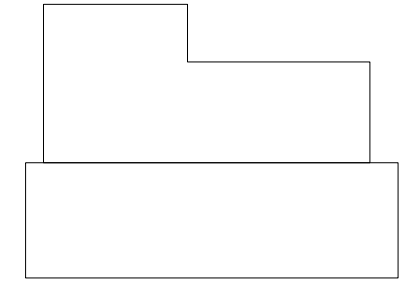
O
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 CONCRETE SURFACE PREPARATION
 TYPE 2: 500 SF



K
 CONCRETE SURFACE PREPARATION
 TYPE 1: 244 SF
 CONCRETE SURFACE PREPARATION
 TYPE 2: 35 SF



L
 CONCRETE SURFACE PREPARATION
 TYPE 1: 97 SF
 CONCRETE SURFACE PREPARATION
 TYPE 2: 13 SF



M
 CONCRETE SURFACE PREPARATION
 TYPE 1: 228 SF
 CONCRETE SURFACE PREPARATION
 TYPE 2: 0 SF

NORTH DAM ELEVATIONS

ESTIMATED TOTAL
 CONCRETE SURFACE PREPARATION TYPE 1: 3,271 SF
 CONCRETE SURFACE PREPARATION TYPE 2: 1,293 SF

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| Date | 1-21-21 |
| Revision | |
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Drawing Name
CONCRETE RESURFACING AREAS

Sheet No.
C3.1
 Project Number
 E29110

Request for Proposal and Quotes

Design and Construction of a New 24 Acre Park with
Athletic Fields, Splash Pad, Aquatic Center, and Demolition
and Removal of an Aquatic Center.



City of Evansville, Wisconsin

Issued: February 22, 2021

Submission Deadline: 4:00 pm on March 22, 2021

DRAFT

Issued: February 22, 2021

Submission Deadline: 4:00 pm on March 22, 2021

Contact Information:

Jason Sergeant, Community Development Director
City of Evansville
31 S Madison Street
PO Box 529
Evansville, WI 53536
jason.sergeant@ci.evansville.wi.gov

A. Project Narrative

The City is seeking to engage a qualified firm to lead the city from design through construction of aquatic and park facilities in the city by engaging the public on schematic designs, outline a project timeline, and fulfill budget parameters. The project includes replacement of its aquatic center in Historic Leonard-Leota Park with a splash pad and refurbished parking and grounds, and subsequently demolish the existing facility. Additionally, the project will include the development of the 24-acre West Side Park to include a new outdoor aquatic center (with pool), athletic fields, parking/access drives, washrooms, concession stand, pavilion, a central pedestrian way, trails, and other park amenities. Funding will be a combination of taxpayer funds as a result of recently approved referendum of \$11.2 Million and private donations of \$1.5 Million. The project will be designed and constructed within a 24-month period with a goal of keeping existing facilities at both locations operational as much as possible. All changes will be made within the bounds of West Side and Leonard-Leota Parks.

The City has recently completed a 2020 update to its Park and Outdoor Recreation Plan and previously engaged consulting firms to provide concept designs for West Side Park and a new aquatic center at Leonard-Leota Park. These concepts were used as part of the public outreach for the 2020 referendum. However, the desire to include the aquatic center at West Side Park will require revisiting these concepts. Additionally, the concept plans for West Side Park should be revised to include a strong pedestrian way to navigate park amenities.

The 2020 Park and Outdoor Recreation Plan, concept design for West Side Park, and concept design work for the Aquatic Center can be found here:

http://www.ci.evansville.wi.gov/life_in_evansville/recreation/

Referendum information can be found here:

https://ci.evansville.wi.gov/city_government/referendum/

B. Requested Services

The City is soliciting proposals and quotes for design, engineering and project management services to lead the City on the design, public outreach, bid management and procurement, construction administration and inspections related to the creation of a new aquatic center,

park, and splashpad. Initial work should focus on refining existing schematic designs for park and pool improvements to improve the organization of park elements.

C. Project Budget

The firm selected by the City for this project will work with the city to develop a project to fit within the projected project budget as a result of a recent referendum for \$11.2 Million and private donations of \$1.5 Million. The total expected \$12.7 Million budget is expected to include all project construction costs, contingencies, and fees.

D. Proposed Scope of Work

The selected firm will be responsible for providing the following services in conformance with applicable local, state, and federal rules:

- Create a detailed project timeline between April 2021 and Completion in 2023;
- Create a public outreach, input, and communication strategy;
- Gather public outreach by interviews, charettes, surveys, or other means that specifically engage primary aquatic center/pool and park stakeholders;
- Create Schematic Design of new aquatic center, park, and splashpad in close consultation with city staff;
- Design of desired infrastructure improvements required to service the new aquatic center, park and splash pad;
- Project drawings and specifications;
- Preparation of bid packets;
- Consultations;
- Supervision of firm's internal team and partners;
- Travel;
- Requests for Information on plans and specifications;
- Construction staking;
- Review and approve submittals;
- Contractor pay application verifications and forwarding to City with appropriate recommendations for payments;
- Ensuring demolition of all components of the existing aquatic center to meet all applicable environmental regulations;
- Construction close out (as-builts, punch lists, final inspections, receipt and forwarding to the City of final lien waivers);
- Construction inspection for the entire project and sufficient site visits to ensure the work is proceeding in accordance with the construction contract;
- Providing reproducible "As Built" plan drawings to the City upon project completion;
- Inspection and review of warranty work one year after close-out;
- Maintenance for all required records for at least three years after the City makes the final payment and all pending matters are closed;
- Assistance developing a fundraising plan and/or other grant applications for project

budget.

- Perform some site survey and geotechnical soils testing and reporting, possibly in conjunction with City’s contracted municipal engineering firm.

E. Project Schedule

The selected consultant is expected to begin work immediately upon award of the contract and will be asked to assist with the development of a project schedule for their work and project build out. The schedule should reflect appropriate time to perform public outreach for project feedback of project amenities.

F. Required Qualifications

Consultants will be evaluated on the basis of the following criteria:

- The person/firm must have adequate experience and qualified staff to perform the work required, including familiarity with all aspects of pool construction;
- The person/firm must have the ability to meet the time schedule established for the work;
- Level of knowledge around the variety of options for a park with athletic and recreation amenities and configurations as described in the *Project Narrative* for communities of similar size and composition as the City of Evansville;
- Level of knowledge around the variety of options for swimming pool and small aquatic center configurations and amenities for communities of similar size and composition as the City of Evansville;
- Experience with public outreach and communication;
- The person/firm must keep current all required insurance coverage sufficient to cover the projected liability of the assigned project. As part of the contract, the person/firm will be required to provide evidence of coverage of professional liability insurance and evidence that it will indemnify and hold harmless the City from any and all claims and/or liability which may arise as a result of the person/firm’s negligence, errors and/or omissions;
- Experience and success with park planning and building design in historic or traditional park settings;
- Experience with work that includes carbon neutral or sustainable focused projects;
- And demonstration of experience in pool and small aquatic center design.

G. Proposal Requirements

The following information should be included in the Respondent’s submittal:

- Name of Respondent
- Respondent address
- Respondent telephone number
- Respondent federal tax identification number

- Name, title address, telephone number, fax number, and email address of contact person authorized to contractually obligate the Respondent on behalf of the Respondent.
- A single point of contact for the entirety of the Project
- Identify the expected costs of performing the work outlined in this request, including:
 - Lump sum fee
 - Hourly billed rates for each employee working for the firm.
 - Fee for each phase of work listed in above Proposed Scope of Work
- Summary of qualifications, including:
 - Describe Respondent's firm by providing its full legal name, date of establishment, type of entity and business expertise, short history, current ownership structure and any recent or materially significant proposed change in ownership.
 - Describe and provide examples of prior work with aquatic design, pool design, historic park design, splash pad design, and public outreach. Preference is for the types of projects similar in nature to the scope of work provided in this request.
 - Respondent should list references from previous clients that may be contacted to verify quality of work and ability to meet timeline requirements of the project.
 - Identify staff members who would be assigned to act for Respondent's firm in key management and field positions providing the services described in the Scope of Services, and the functions to be performed by each.
 - Identify co-consulting firms that would be engaged to complete the project outlined in this request.
 - Identify the expected costs of performing the work outlined in this request.
 - Identify the hourly billed rates for each employ working for the firm.
 - Background and Experience of Staff and any consultants that will be assigned to this Project
 - Provide information about the Respondent's insurance coverage.
 - Qualified Signature - By signing the response, the Respondent certifies that the signatory is authorized to bind the Respondent.
 - A confirmation that the Respondent meets the appropriate state licensing requirements to practice in the State of Wisconsin;
 - A confirmation that the Respondent has not had a record of substandard work within the last five years;
 - A confirmation that the Respondent has not engaged in any unethical practices within the last five years;
- Responses should address the RFP Scope of Work to include:
 - A brief statement of the Respondent's understanding of the scope of the work to be performed;
 - Shall include all specialty services necessary for complete design.
 - Listing phases of design:

- Public Engagement Services
 - Schematic Design Phase
 - Design Development Phase
 - Construction Documents Phase
 - Bidding Phase
 - Construction Administration Phase
- A confirmation that, if awarded the contract, the Respondent acknowledges its complete responsibility for the entire contract, including approval of all payments resulting from work completed under the Project contract;
 - Any other information that the Respondent feels appropriate.

H. Submission of Proposals

Interested firms shall submit qualifications by 4:00 pm on March 22nd, 2021. Responses should be submitted both digitally and hard copy (2 copies). Responses can be emailed digitally, hand delivered, mailed, delivered via courier service to the following address:

Jason Sergeant, Community Development Director
City of Evansville
31 S Madison Street
PO Box 529
Evansville, WI 53536

Proposals may also be submitted by email to jason.sergeant@ci.evansville.wi.gov

Proposals received after this deadline will not be considered.

Any questions regarding this request should be directed to Jason Sergeant at 608-882-2266 or via e-mail at jason.sergeant@ci.evansville.wi.gov. The selected firm will be notified by e-mail or telephone and may be asked to participate in an interview with city staff or committee members. Notification will not be sent to firms not selected. The selected firm will be notified by the City and will be expected to enter into an agreement with the City as soon as possible after such notification.

The City of Evansville accepts no responsibility for any expense related to preparation or delivery of proposals. **The City reserves the right to reject any and all proposals, select the firm most qualified for the referenced work, waive technical errors and informalities, negotiate terms of the final contract, and to accept the proposal, which, in its sole judgment, best serves the public interest.** The City of Evansville encourages small, female, minority and local firms or individuals to submit proposals on this project. The City of Evansville is an Equal Opportunity Employer and abides by all non-discrimination regulations.