



MEMORANDUM

TO: Parks and Recreation Advisory Board Members

FROM: Jenelle Teppen, City Administrator

SUBJECT: January 12, 2021 Meeting Items

DATE: For the PRAB Meeting of January 21, 2021

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Happy New Year all.

Enclosed with this memo are two things:

- a draft RFP for Playground Equipment for Memorial Park
- Examples of policies for placement of memorials in City parks.

I've gotten a call from someone who would like to install a memorial of some kind for a deceased loved one in Memorial Park. She was open to exactly what kind of memorial, a plaque on a rock, on a bench or on a tree. The thing is we don't have a rock, a bench or a tree where memorial plaques can be placed. There is currently one plaque at the base of a tree – but Duane says that the tree is growing over the plaque and that it will need re-locating soon. And there is a plaque on a rock in the middle of a flower garden – in memory of the person who initially planted the garden.

I emailed around to neighboring Rice County communities to see what they do and Faribault is the only one who had an old policy (Northfield did not respond). St. Louis Park has one – which is attached.

I'd like the PRAB to discuss and give me some direction.

See you online on Tuesday!

## Faribault Park and Recreation Department Policy Statement

**Subject:** Placement of items in City Parks

**Background:** The Faribault Parks and Recreation Department is responsible for the placement of items in all parks. Depending upon the nature of the items the Park and Recreation Director has the ability to approve. These items could be banners at the entrance of baseball or softball games. Items would be put up and removed on the same date or after a specific event.

Items that would remain in the park for a longer period of time would be approved by the Park and Recreation Board. Items such as the MN Homeless display. These items are to be removed within several weeks. On a permanent basis, the Board approves installations of items donated to the City such as shelters, Picnic tables and benches. The park and Recreation Board meets monthly and requests must be approved prior to installation.

Items that are more controversial in nature are brought before the City Council to receive direction on installation.

## **Memorials and Commemorations**

### **Tree and Bench Donation Information and Policy**

The City of St. Louis Park welcomes the donations of trees and park benches. These generous donations grace our parks and public areas for decades, while providing organizations, families and individuals with a unique opportunity to mark a notable event or honor a special person.

#### **Donating trees**

Donating a tree is a wonderful opportunity to beautify our community while also fulfilling your organization's service project or honoring an event or individual. Your donation makes it possible for the City of St. Louis Park to plant more trees than it could otherwise afford.

The city forester will work with you or your organization to select a tree that's well suited to the planting site and our climate. With the guidance from the city forester, donors can select the park and tree species.

#### **About the tree**

- You may select either a shade tree or an evergreen. Shade trees are usually about 8 -10 feet tall, and evergreens are about 6 feet tall. Your choice of tree species has been selected for suitability to our northern climate and urban conditions.
- Your tree is guaranteed for one year after planting.
- To ensure optimum growing conditions, trees are planted in the spring and fall. City crews will plant the tree for you. If you wish, we will notify you of the planting date and time (between 7 a.m. and 3 p.m., Monday through Friday).
- Due to the potential for damage, no markers or signs are placed at the planting site.

#### **Donating park benches**

A park bench is another way to enhance our community while honoring a special person, remembering a loved one or marking a special memory or occasion.

The donor, with guidance from city staff, may select the park. City staff will then select the optimum location within the park. Donors provide the text for the plaque inscription. Due to plaque size, the text must be 50 characters or less. Benches are installed between June and October. If you wish, the city will notify you when the bench will be mounted onto the concrete base.

#### **Style of bench**

A DuMor metal bench can be selected for placement in all parks, including Westwood Hills Nature Center. This is a traditional garden-style bench with a graceful arched back. The 6-foot-long, green bench is made of steel and is mounted onto a concrete slab. A custom-cast bronze plaque is inlaid into the back of the bench.

## About the cost

- The cost of a tree is \$300.
- The cost of the DuMor steel bench is \$2,200.
- Your contribution covers the cost of purchasing the tree or bench (includes tax and shipping), as well as the cost of a plastic tree guard for trees or a concrete base for the bench.
- The price reflects the city's wholesale discount.
- There is no labor charge for the city to plant your tree or install your bench.

## Donors are asked to:

- Sign paperwork and pay for the tree and bench before it is ordered.
- Help water the tree during its first growing season, if feasible.

## Donors will receive:

- A certificate commemorating the donation. Donors are welcome to provide the city with text noting the person, organization or event being honored.
- A letter documenting your donation for a tax deduction.

## How to begin

If you or your organization would like to donate a tree or park bench, contact Jim Vaughan, natural resources coordinator, at 952.924.2699 or [jvaughan@stlouispark.org](mailto:jvaughan@stlouispark.org). Contracts can be mailed to you, or you can find them online at [www.stlouispark.org](http://www.stlouispark.org).

## Completed contracts

Send completed contract, along with a check made payable to City of St. Louis Park to:

Jim Vaughan, Natural Resources Coordinator  
City of St. Louis Park  
7305 Oxford Street  
St. Louis Park, MN 55426

## Memorials and Commemorations Tree and Bench Contract

Donor name: \_\_\_\_\_

Donor address: \_\_\_\_\_

Address

City

State

ZIP code

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Name of person honored by memorial: \_\_\_\_\_

Type of memorial:

- Tree  
 Bench

If tree, type of tree: \_\_\_\_\_

Park dedicated for memorial: \_\_\_\_\_

Preferred date of memorial installation: \_\_\_\_\_ (Weekdays only)

Preferred time (if requested) of memorial installation \_\_\_\_\_  
(between 7 a.m. – 3 p.m.)

**Total cost of memorial due to city prior to order\* of memorial: \$ \_\_\_\_\_**

Tree cost = \$300 (Cost is for 6-inch conifer or 2-inch diameter tree, balled in burlap tree, and cost of planting)  
DuMor bench cost = \$2,200 (includes all costs of purchase, delivery and installation)

Donor signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Ordering and shipping of tree or bench can take from four to eight weeks.

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### Internal city staff use only

Location of memorial within dedicated park: \_\_\_\_\_

**REQUEST FOR PROPOSAL  
MEMORIAL PARK  
Dundas, MN 55019  
FEBRUARY 2021**

**I. GENERAL INFORMATION**

**A. OBJECTIVE**

The purpose of this Request for Proposals is to obtain site plan design to include the purchase of playground equipment, swing set(s) and installation for the playground site at Memorial Park, South 1<sup>st</sup> Street (200 block).

**B. ISSUING OFFICE**

The Request for Proposals is issued by the City of Dundas. All correspondence regarding the Proposal should be addressed to: Jenelle Teppen, City Administrator, PO Box 70 Dundas, MN 55019, 507.645.2852 or [jteppen@dundas.us](mailto:jteppen@dundas.us).

**C. CONTRACT ADMINISTRATOR**

All communications concerning the contract should be directed to Jenelle Teppen, City Administrator, 507.645.2852.

**D. INCURRING COSTS**

The City of Dundas is not liable for any cost incurred by the prospective firms prior to the signing of the contract.

**E. PROPOSAL**

To be considered, each firm must submit a complete response to this Request for Proposal, using the specifications provided in Section II. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the bid remains valid. This period must be at least ninety days from the due date for this proposal.

**F. ACCEPTANCE OF THE BID CONTENT**

The contents of this proposal will become contractual obligations if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.

**G. SELECTION CRITERIA**

Responses to this Request for Proposal will be evaluated based on a staff selection process. City Staff will review the firm's response to the Request for Proposal, including either a model of the proposed project, a graphic artist's rendition of the project or a computerized drawing of the proposed project and determine if the proposal meets all specifications and criteria for consideration, and will award the contract. If necessary, an interview/informational meeting may be requested by staff.

The accompanying table shows a matrix or "point system" which was developed for the Memorial Park Playground. A numerically weighted "decision matrix" will apply mathematical computation to a qualitative analysis and decision making process. The matrix assigns relative levels of importance to eight different factors in the three categories of aesthetics, durability and play value. During the evaluation-selection process, City staff will use the score sheet to rate the competing bidders and their equipment. Each of the eight factors will be given a score of 1 to 10. A higher number represents a better score. Within each of the three categories, an average for the particular category will be computed. Each of the three categories has been assigned a

particular weight as shown in the matrix. The aesthetics category has been assigned a weight of 25%, the durability category has been assigned a weight of 35% and the play value category has been assigned a weight of 40%. The weighted average of the three categories will then be determined. Those proposals scoring above eight (8) pursuant to the weighted average will then be further considered based on cost.

The City will use the following criteria to determine award of the contract:

- a) Proposals not meeting specifications will be rejected.
- b) Proposals above \$100,000 will be rejected.
- c) Proposals not scoring eight (8) or more as a weighted average on the scoring matrix will be rejected.
- d) With respect to proposal that score eight (8) or more on the weighted average matrix and that have not been otherwise rejected, the City will make the award to the responsible proposer that has proposed the lowest cost.

| Type of Play Equipment | Aesthetics 25%   |               |                     | Durability 35%                       |          |             | Play Value 40%                       |         |            | Weighted Average |                                      |  |
|------------------------|------------------|---------------|---------------------|--------------------------------------|----------|-------------|--------------------------------------|---------|------------|------------------|--------------------------------------|--|
|                        | Site Suitability | Color Choices | Equipment Materials | Average Total of Aesthetics Category | Warranty | Maintenance | Average Total of Durability Category | Variety | Creativity | Challenge        | Average Total of Play Value Category |  |
| Proposer 1             |                  |               |                     |                                      |          |             |                                      |         |            |                  |                                      |  |
| Proposer 2             |                  |               |                     |                                      |          |             |                                      |         |            |                  |                                      |  |
| Proposer 3             |                  |               |                     |                                      |          |             |                                      |         |            |                  |                                      |  |
| Proposer 4             |                  |               |                     |                                      |          |             |                                      |         |            |                  |                                      |  |
| Proposer 5             |                  |               |                     |                                      |          |             |                                      |         |            |                  |                                      |  |

**H. PROPOSAL RECEIPT**

Proposals must arrive at the City of Dundas, PO Box 70, Dundas, MN 55019 on/or before 3pm on March 5, 2021. Attention to: Jenelle Teppen, City Administrator.

**I. RIGHT TO REJECT PROPOSAL**

The City of Dundas reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the City's judgment.

**J. COST LIABILITY**

The City assumes no responsibility or liability for costs incurred by the firms prior to the signing of this agreement. Total liability of the City of Dundas is limited to the terms and conditions of this agreement.

- K. **OWNER**  
The City of Dundas is designated as Owner. All work shall be on public property. The Contractor shall confine his/her operation, at all times staying within the limits of the property. Any repairs or restorations required outside the property limits due to the **Contractor's carelessness** shall be repaired by the Contractor at their expense. All spoil/excess material shall be hauled away by contractor. The City of Dundas will seed and restore areas outside container.
- L. **AWARD OF CONTRACT**  
The City of Dundas will award one contract for this entire project to the responsible vendor submitting the Bid meeting all performance and required criteria as set forth by this set of contract documents, plans and specifications.
- M. **TAXES**  
The Contractor shall pay all sales, consumer, use and other taxes required to be paid by them in accordance with the law of the place where the work is to be performed.
- N. **TEMPORARY ENCLOSURE, BARRICADES AND FENCES**  
The Contractor shall provide and maintain all necessary temporary enclosure and barricades to adequately protect the work and materials from the elements and persons not involved with construction. The Contractor shall remove all temporary enclosures, barricades and fences upon completion of the work.
- O. **PROTECTION OF EXISTING FACILITIES**  
The Contractor shall provide for and be responsible for protection of existing pavements, utilities, fencing, etc. Any existing facilities which are affected by the work shall be repaired and restored to original condition.
- P. **SHIPMENT OF MATERIALS**  
Before making any shipment of materials to the site, Contractor shall ascertain whether the site is in a condition to receive the shipment. Where this provision is neglected and material is delivered to the site when the latter is not in condition to receive it, such materials shall be properly stored elsewhere at the Contractor's expense and adequate insurance coverage provided for off-site storage.
- Q. **STORAGE OF MATERIALS ON OR OFF-SITE**
  1. Contractor shall provide storage as required to protect and preserve all materials stored at the site. Materials are not to be stored directly on the ground. Storage of materials is to be confined to areas designated by the City. City will not sign for or be responsible for materials delivered to the site.
  2. Equipment which is delivered in advance of the installation week can be stored at the Dundas Public Works Garage. Playground equipment supplier will be responsible for equipment and insurance of equipment stored at the Public Works Garage site. Equipment supplier will also be responsible for the unloading and loading of the equipment at the Public Works Garage. In addition, supplier will be responsible for delivery of the equipment to the installation site and clean up of packaging materials/debris from the loading/staging location.
  3. Equipment delivered early will not be paid in full. Supplier is welcome to invoice City for up to 50% of playground structure expense if stored on-site at the Public Works Garage. Payment for final 50% of structures, swings, independent play items, and installation will be paid when installation is complete and approved by Public Works Director.

R. WORKING HOURS

Working hours shall be from 7:00 a.m. until 6:00 p.m., Monday through Friday unless approval has been made with Public Works Director, to work otherwise.

S. CLEANUP

All work areas shall be returned to a condition equal to or better than was in existence at the beginning of the project. All construction debris, including excavated soil, shall be removed and disposed of in a manner satisfactory to the City.

## II. SPECIFICATIONS

- A. Structure shall meet and comply with all ADA Legislation (Public Law 101-336) and ASTM F1487.
- B. A tot and elementary structure will be required. All equipment must meet age related design criteria suitable for two to five-year olds (tots), and five to twelve-year olds (elementary), and be IPEMA certified.
- C. Play area shall include a one-bay, 8-foot high swing set with at least one infant seat, one strap seat, and one ADA seat.
- D. Main structure frame can be single pole center staging area or a multi-vinyl coated deck system structure with a minimum of one canopy deck. Poles shall be a minimum of 5.0 inches in diameter and made of galvanized steel, for the five to twelve-year olds (elementary) structure and 3.0 inches for two to five-year olds structure (tots), and be capped at the top end.
- E. Amenities shall include, but not be limited to plastic slides, climbing walls/units, ladders, play panels, transfer deck, fire pole, spring riders, etc.
- F. The site for the play structure is to replace an existing dated play structure in Memorial Park.
- G. Site shall have signage information appropriate to the structure area.
- H. All plastic and coating products must be UV and color stabilized to resist fading.
- I. Supplier must be able to provide a cleaning solution to remove graffiti markings that may occur on equipment.
- J. All metal decks must be manufactured from sheet steel conforming to ASTM specification A-569 and be finished with a vinyl coating.
- K. All connecting hardware used must be zinc plated steel, free of protrusions, vandal resistant and have a tamper proof design. Service kit for tamper proof fasteners must also be provided.

## III. PROPOSAL

- A. PROPOSAL FORMAT

The firm will be responsible for submitting a written bid listing each piece of equipment and cost, delivery and installation, using attached bid form.

**B. FEE QUOTATIONS**

The fee bid of **NOT TO EXCEED \$100,000** for the project will include all costs associated with the project, including all equipment, structures, delivery, installation, taxes and service charges. Each firm is requested to provide the maximum amount of play activities for that fee.

**C. SUBMITTAL REQUIREMENTS**

Each of the following items shall be considered an integral part of the Contractor's proposal and shall be submitted to the City on or before the date and time as stated on the Proposal Form:

1. One copy of a completed and signed Proposal Form.
2. List of all equipment included in the plans, with quantities.
3. One copy of a play area equipment layout drawing to scale showing layout, safety zones, accessibility, border and outside dimensions. Each firm is responsible to design a plan that follows the equipment list enclosed.
4. One bound notebook or plan size sheet of all components and features specific to the project.
5. One complete copy of all warranty information.
6. The contractor shall indicate all deviations from the specifications.
7. Provide a letter from the manufacturer or an independent consulting firm stating all equipment meets the current ASTM F1487 standards, and ADA Standards.
8. Installation of play structures, and swing set(s) must be completed by paid professional staff. Any deviation from the use of paid professional installers must be approved by the City Administrator.
9. Documentation that all equipment proposed is covered by product liability insurance.

**D. SITE REVIEW**

Consultants submitting bids are welcome to visit the site and should contact Duane Meliza, Public Works Director at 507.645.5082 for directions or questions.

**E. REGULATORY COMPLIANCE**

1. All equipment provided and all areas around and between equipment must comply with most current Consumer Product Safety Commission (CPSC) guidelines and The American Society for Testing and Material (ASTM) standards. It is the responsibility of each bidder and manufacturer to be aware of these guidelines. As recommended by CPSC, a project specific maintenance manual shall be provided at the end of the project.
2. Playground structure, independent play items and swing set(s) must meet the current requirements of the Americans with Disabilities Act (Public Law 101-336) and ASTM F1487.
3. All equipment must be IPEMA certified.
4. Once installation is complete on all equipment, supplier must provide a formal safety audit of the installed equipment. Audit must document that equipment meets all current standards listed above. Final one-half payment for structure and installation will not be processed until after the safety audit inspection and document is completed and delivered from a certified playground inspector.
5. Supplier must invoice City for all payments.

**F. PROJECT PHASING**

The City of Dundas is challenging various playground manufacturers to use their professional expertise and creativity to develop a unique playground at Memorial Park.

G. TIMETABLE

1. Proposal submittal deadline – Friday, March 5, 2021 on or before 3pm.
2. Review by staff by end of third week of March.
3. Notification of contract award by the end of April.
4. Delivery and Installation of playground late Spring/early Summer
5. **Installation of playground structure at Memorial Park must be completed by June 30, 2021.**

H. CITY RESPONSIBILITY TO PROJECT

1. Demo and dispose of old playground equipment.
2. Finish grading and seeding outside playground container