



AGENDA OF THE PARKS COMMITTEE

WEDNESDAY, DECEMBER 13, 2023, 5:00 PM

In person at City Hall, Room 207.

Virtual attendance is also available via Zoom.

AMENDED

A. Zoom Meeting Information.

I. Join Zoom Meeting Online:

<https://us02web.zoom.us/j/84314784824?pwd=THBkdMRowTlk4MG5DV3hnbC9xVDhXdz09>

Or call in by phone: +1 312 626 6799

Meeting ID: 843 1478 4824

Passcode: 278667

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

C. Approval of the Agenda.

D. Approval of the Minutes.

E. Regular Business.

- I.** Consideration with possible action on approving a \$41,000 change order for additional architectural and engineering services from ISG for the Leicht Memorial Park redevelopment project.
- 2.** Consideration with possible action on purchasing a new Drive System for the Scrambler Ride at Bay Beach Amusement Park from Eli Bridge Company for a total cost of \$45,000.

F. Informational.

- I.** Next Meeting: January 10, 2024.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Parks Committee meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



RE: LEICHT PARK SCOPE AND ADDITIONAL SERVICES PROPOSAL

Kaurie,

ISG appreciates this opportunity to work with the City and On Broadway, Inc. to reimagine and design Leicht Park. We understand additional needs for the scope have emerged and the team at ISG is prepared to support those efforts. The basis for this project is the City's October 26, 2021 RFP for ARCHITECTURAL & ENGINEERING SERVICES LEICHT MEMORIAL PARK MASTER PLANNING, SHELTER, & STAGE - an excerpt of that original request is below for context.

"The City of Green Bay Department of Parks, Recreation, and Forestry (PRF) is interested in creating a new master plan for Leicht Memorial Park. The extent of the master plan will only include the southern area of the park that the City owns. The leased area of the park to the north will not be included in the master plan. The shelter, stage and possible storm water management will need to be designed seamlessly into the site master plan showing the location of each of these elements and how the circulation in the park will function.

PRF is also looking to construct a new shelter that meets the current needs for various park activities and recreational programming. The proposed shelter will have restrooms, an enclosed community/activity room, a sales counter area for drinks and/or concessions, storage space, a utility/mechanical room and possibly an open shelter area. It is anticipated the shelter will be approximately 1,500 square feet in size; which is typical for a shelter of this type. The size of the structure will be dictated in part by the budget and in part by the park needs.

Additionally, PRF is looking to construct a new covered permanent stage that will feature various performances and programming in the park. There is an existing stage located in the park that is not ideal for certain performances and programming. Therefore, the new stage will likely be located in a different area of the park from where the existing stage is located. The stage size will likely be similar to that of the existing stage. The size of the structure will be dictated in part by the budget and in part by the park needs.

A storm water management system may need to be engineered and constructed if the area disturbed to carry out the master plan is greater than ½ acre. The consultant will determine if storm water management is required as part of the proposed development, and if it is required, it will be included as part of Construction Contract 1 in the scope of work for engineering services to accommodate the required storm water management needs."

ISG's bid for the original scope was \$149,100:

ISG's goal for this additional services proposal, is to be flexible to accommodate the requirements of this project. This supplemental proposal is intended to assist with additional professional design services necessary due to new information and changes in project design direction.

The following serves as scope and fee for additional requested services yet to be completed.

1. Stage Redesign –January-May 2023 – Additional design services related to stage and site redesign as guided by client team from the original design shared prior to January 2023.
2. Any Additional stage and site redesign fees will be billed for time and materials to accommodate changes recommended by the City, On Broadway or Stage Technology design consultant and authorized by the City.
3. Stage Technology design consultant – ISG will support Broadway, Inc.’s chosen vendor response for stage entertainment system design and controls. As it is the City and On Broadway Inc.’s preference, the vendor will be a subconsultant to ISG. There will be a 5-percent fee on the subconsultant’s invoicing total per remittance.
4. Archeology Study support – ISG will support City contracted Archeology consultant on an hourly basis.
5. Soil Contamination support – ISG will support City contracted Soil Contamination consultant on an hourly basis.
6. Sign Design and Permitting – ISG will support site monument sign design and permitting for the City’s preferred location on an hourly basis. We understand the preferred sign location is outside the property boundary and adjacent to a WisDOT corridor. The sign aesthetic would be dynamic in nature to support display of upcoming events.
7. Gateway Design and Landowner Coordination – ISG will support the gateway monument and signage design and coordination with adjacent landowner and City permitting on an hourly basis. We understand the gateway feature could include ticket booth, storage and an overhead structure. As the driveway is shared access and the gateway location is outside the parcel boundary we recognize landowner coordination, city coordination, and design would strongly inform permitting and coordination needs.

ISG appreciates the opportunity to provide a solution tailored to the needs of Leicht Park. Please sign the acknowledgment box to accept this Proposal, and return a copy to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

COMPENSATION

ISG’s proposed compensation for the scope of services in this Proposal is as follows:

SERVICE	COMPENSATION
Completed January-May 2023 - Stage Redesign	\$12,000
2023-2024 Stage and Site Redesign	Time + Materials
Stage Technology Design Consultant Support	\$17,000, hourly estimated for DMM, plus DMM travel expenses. Plus, 5% fee to ISG on the Subconsultant’s invoicing total per pay period
Archeology Study support	\$1,000, hourly with estimate
Soil Contamination support	\$1,000, hourly with estimate
Sign Design and Permitting	\$2,000, hourly with estimate
Gateway Design, Coordination and Permitting	\$8,000, hourly with estimate
TOTAL	\$29,000 plus hourly tasks (+/- \$41,000)

Reimbursable Expenses

Anticipated reimbursable expenses for ISG such as travel, mileage, and printing are included within the compensation listed above.

APPLICABLE CONTRACT

The General Terms and Conditions applicable to this Proposal are available at the link below and are hereby accepted and incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project.

↖ bit.ly/termsconditions_isg

Sincerely,



Danyelle Pierquet, PLA
Project Executive

Danyelle.Pierquet@ISGInc.com



Mark Chambers, AIA, CDT, LEED AP
Senior Architect

Mark.Chambers@ISGInc.com

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of _____, 2023.

Company: _____
Print

Name: _____
Print

Title: _____
Print

Signature: _____

This proposal is valid for 30 days.



**Project
Leicht Park Stage
Green Bay, WI**

**Scope of Work Proposal
DMM Systems / Rob Uehling
P.O. Box 265
Hartford, SD 57033**

Compensation

Hourly Rate \$100, billable every 30 days, client will be on a 30-day net pay schedule. Estimated time (see Scope of Work estimates) is 170 hours.

Travel is billable per mile using the IRS Standard Mileage Rate. No hourly rate is billed during travel. Hotel rooms are billable per use. I anticipate 3 trips to Green Bay during the duration of this project.

Timeline

Project is in development stages with groundbreaking in the fall of 2024. For this project, it is recommended that the timeline is ongoing and completed once the project is completely constructed and fully functional.

Scope of work – Consult Infrastructure

Loading Zones
Power Requirements
Audio / Lighting Control Paths
Estimated Time = 20 hours

Scope of Work – Consult Performance Space / Stage Area

Storage Space
Technical Equipment / Staff Areas
Audience Area / Experience / Sightlines
Stage Area Design
Estimated Time = 20 hours

Scope of work – Consult Equipment Rigging

Location of rigging points
Determining capacity of rigging points
Type of rigging point attachment
Estimated Time = 20 hours

Scope of Work – Consult Audio Design

Recommendations for Audio Equipment

Examples of Audio Design / Coverage / SPL

Assist with Audio Deployment

Estimated Time = 40 hours

Scope of Work – Consult Lighting Design

Recommendations for Lighting Equipment

Example of Lighting Design / Coverage

Assist with implementing Architectural Lighting with Concert Lighting

Assist with Lighting Deployment

Estimated Time = 40 hours

Scope of Work – Onsite Visits as Needed

In person inspection of progression of all Scopes of Work

Estimated Time = 30 hours

Eli Bridge Company
800 Case Avenue
Jacksonville, IL 62650 USA
217-245-7145 Fax: 217-479-0103
email: info@elibridge.com



QUOTE # 231102-02

TO:

City of Green Bay
919 Crocker St
Green Bay WI 54301

We propose to furnish the following equipment/service at the process, terms, and conditions named hereon (unless prevented by strikes, fires, delays caused by non-receipt of material, or other causes beyond our control.) Unless otherwise specified below, all prices are stated in U.S. currency and are Net Cash, f.o.b. our factory, Jacksonville, Illinois, USA. Please return this form or refer to the above Reference Number when ordering.

NEW BASE MOUNTED DRIVE SYSTEM FOR SCRAMBLER

One new Electric Base Mounted Drive System, with two 208 volt, 3-phase 5 HP Electric Motor with Variable Frequency Drive Main Panel and remote 24V Operators Panel.

New Drive System, FOB Jacksonville IL . . . \$ 45,000.00*

1/3 Down payment due with order \$15,000.

* Does not include packing and truck freight charges.*

FOR ELI BRIDGE COMPANY:

ACCEPTED BY PURCHASER:

Purchaser

Date

The equipment described herein above is offered for your acceptance within 30 days from the time of this offer. Big Eli products are offered on a first-come first-served basis. In the event that another purchaser should contract for the purchase of the above mentioned equipment with Eli Bridge Company prior to receiving money down along with a signed copy of this agreement, from you at the office of Eli Bridge Company, Jacksonville, Illinois, this agreement will become null and void. For the purpose of this agreement, Central Standard time will be used in determining any time requirements herein. Furthermore, the parties herein agree that the law of the State of Illinois will govern their rights and duties and that the Circuit court of Morgan County, located in Jacksonville, Illinois, shall have jurisdiction to determine this agreement.

City of Green Bay, Wisconsin
REQUEST FOR APPROVAL OF "NO SUBSTITUTE" PURCHASE SPECIFICATION

TO : Purchasing Division/Administrative Services

DATE: 11/06/23

FROM: Department/Division Bay Beach Amusement Park

REQUISITION #

List "No Substitute" Item(s) here:

One new Scrambler base mounted drive system. System is to include two 208 volt three phase five horsepower electric motors, variable frequency motor drives, main drive pannel with appropriate hardware, and one remote 24 volt operator's pannel.

Select One:

- ☒ 1) One Time Purchase Estimated Cost: \$ \$45,000
- ☐ 2) Annual Commodity purchase: Estimated annual cost: \$
- ☐ 3) Item may be purchased again: Indicate term: Estimated Annual Cost: \$
- Example: 1 year, indefinite, etc. Long term requests will be reevaluated periodically)

We request approval of a "NO SUBSTITUTE" specification for the purchase of the subject item(s)

Check appropriate justification(s). Provide DETAILED explanation(s) below.

- ☒ 1. Sole Source – The below signed has searched the market and verified that no comparable item is available.
- ☐ 2. Single Source – Although comparable items are available, THIS is the only brand/model that will work.
- ☐ 3. Item(s) is (are) only acceptable replacement part(s) known for _____ (Identify)
- ☐ 4. Continuity of design is overriding consideration (ex: playground equipment or street furniture)
- ☐ 5. Safety:
- ☐ 6. Other:

*Explanations shall contain sufficient information and justification for the items to be considered and approved as "NO SUBSTITUTE" items. Failure to do so will result in the request being denied and returned to the originator.

*Recommending Department Head will be available to defend said recommendation to the appropriate City Committee and/or Common Council.

PLEASE EXPLAIN YOUR REASONS FOR THIS REQUEST (additional info may be attached on a separate sheet):

The Scrambler base mounted drive system has been designed and manufactured by Eli Bridge to keep in compliance with all ASTM and State of Wisconsin DSPS codes. For Bay Beach to be remain in compliance with the afore mentioned codes, only maufacturer produced or approved replacement parts may be used on an Amusement Ride. At this time the Scrambler base mounted drive system is only offered by Eli Bridge, the original manufacturer of the Scrambler ride.

Approvals:

Requestor:

A. K. Curb

Date:

12/16/23

Department Head:

Paul D. Doherty

Date:

12/12/23

Purchasing Manager:

Sherry L. Lohr

Date:

12/12/23