AGENDA
CITY OF CHARLEVOIX CITY COUNCIL MEETING

SPECIAL MEETING

Wednesday, May 17, 2017 - 2:00 p.m.
City Hall Council Chambers, 210 State Street Charlevoix, Michigan

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
4. **Inquiry regarding conflicts of interest**
5. **Consent Agenda**
6. **Public Hearings and Actions Requiring Public Hearings**
7. **All Other Actions & Requests**
   A. Approve Designs and Equipment for Lake Michigan Beach Park Playground
8. **Reports & Communications**
   A. Public Comments
   B. City Manager Comments
   C. Mayor and Council Comments
9. **Other Council Business**
10. **Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

Posted May 16, 2017 -- 10:00 a.m.

SECRETARY BOOK

CHARLEVOIX CITY COUNCIL
AGENDA ITEM

AGENDA ITEM TITLE: Approve Designs & Equipment for Lake Michigan Beach Park Playground

DATE: May 17, 2017

PRESENTED BY: Tom Kirinovic, Recreation Director
Mark L. Heydlauff, City Manager

ATTACHMENTS: Penchura Bid Form
DNR Approval Memo
3D Picture of Proposed Playground
Schematic Drawing of Playground

BACKGROUND INFORMATION:
On Friday, May 12, 2017, we received the attached memo from the DNR notifying us of their approval of our recommendation to make Penchura, LLC. the equipment provider for the Lake Michigan Beach Park Playground. With this agenda item, the Recreation Department is requesting Council's approval to proceed with Penchura to provide the appropriate equipment, materials, and supervision to install the playground during the summer 2017 time frame. The estimated budget for this project is as follows:

REVENUE		
DNR	$45,000.00	
County Recreation Millage	$10,000.00	
City of Charlevoix – In Kind	$ 1,037.00	
City of Charlevoix – Cash	$23,200.00	
TOTAL REVENUE		**$79,237.00**
EXPENSES		
Penchura, LLC.	$45,537.00	
Prime Professionals	$13,700.00	
DPW site work	$ 5,000.00	
Concrete	$ 6,000.00	
Volunteer build	$ 4,000.00	
Benches	$ 5,000.00	
TOTAL EXPENSES		**$79,237.00**

RECOMMENDATION:
Motion to approve the purchase agreement with Penchura, LLC at a cost not to exceed $45,537.00 to complete the playground equipment and supervision at Lake Michigan Beach Park and authorize the City Manager to complete all other necessary tasks and to sign all necessary documents to complete the project.

Bid Form

Charlevoix Lake Michigan Beach Playground

Base Bid

We _____ have carefully examined the specifications and propose to provide the Playground Equipment, Engineered Wood Fiber Surfacing System, and Certified Supervised Installation by Volunteers as specified for the following amount:

Base Bid as specified Lump Sum = $_____

-or-

We PENCHURA, LLC have carefully examined the specifications, provided a complete written list of deviations and submittals as required and would like to submit voluntary equipment substitutions for approval as an equal for the following amount

Base Bid with Voluntary Equipment Substitutions Lump Sum = $ 45,537—

Please provide the following cost breakdown

A- Cost to provide specified playground equipment - $ 40,377—

B- Cost to supervise installation of specified playground equipment (24 hrs off presence on-site minimum) - $ 1000—

C- Cost to provide engineered wood fiber playground surfacing material - $ 26660—

Failure to provide breakdown may constitute an invalid bid.

We agree that the installation shall be available to take place within 21 days from date of executed contract and shall take no more than 3 days to complete (weather permitting)

Name of Company PENCHURA, LLC

Signature of Representative _____ Date 4-10-2017

Title of Representative RECREATION CONSULTANT

It is understood that the City of Charlevoix reserves the right to accept or reject any or all bids not deemed in the best interest of the City as determined by the City

** This project is funded with assistance from a Recreation Passport grant. relevant state or federal requirements will apply Bidders shall comply with all requirements of 1976 PA 453 (Elliott-Larsen Civil Rights Act) and 1976 PA 220 (Persons with Disabilities Civil Rights Act)*

Michigan Department of Natural Resources & Environment - Grants Management

NOTIFICATION OF CONTRACTOR/VENDOR SELECTION AND BID TABULATION APPROVAL

This information is required by Authority of Act 299, P A 1980 as amended, for reimbursement of project costs.

GRANTEE:	PROJECT NO:	PROJECT NAME:
City of Charlevoix	RP14-0087	Playground - Michigan Beach - Charlevoix

COMPLETE SECTIONS A. AND B. BELOW, AS APPLICABLE TO YOUR PROJECT

SECTION A

I propose to award contracts to the following contractors, after DNRE concurrence with this proposed selection and in accordance with the procedures specified in the *Development Project Procedures booklet* (IC1912). **Attached is a copy of the bid or quote tabulation.**

Contractor/Vendor	Contract Amount	Project Scope Item	Proposed Award Date
1. PENCHURA, LLC	$ 45,537.00	Play equipment	May 15, 2017
2.	$	surfacing	
3.	$	~~landscape~~	
4.	$		

SECTION B

Please check all that apply:

Fewer than three bids or quotes were received; attached to this Notification is written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.

I propose to award the bid to the second lowest bidder, upon concurrence by the DNRE, attached to this Notification is written justification for rejecting the lowest bid

CERTIFICATION

I hereby certify that the contractor(s)/vendor(s) listed in A. above was chosen for selection according to the procedures outlined in the Development Project Procedures booklet and the Project Agreement. In accordance with those procedures, I have reviewed the qualifications of the recommended bidder, have accurately calculated the total bid price, and assert that the bidding was conducted as put forth in the specifications and bid documents approved earlier. Further documentation of the contractor selection process will be provided upon request.

Tom Kinnin - Recreation Director
Grantee's Signature (REQUIRED)

April 28, 2017
Date

Return this completed notification along with all required attachments to:

Grants Management
Michigan Department of Natural Resources & Environment
Po Box 30425
Lansing MI 48909-7925

Upon concurrence by DNRE, a copy of this approved notification will be returned to the Grantee

FOR DNR USE ONLY:

The Michigan Department of Natural Resources& Environment concurs with your recommendation to award the contract to the bidder(s) as specified in A. above

DNR Grant Coordinator

5/12/17
Date

The 3rd lowest bidder was approved based on justification provided. Including Penchura being the only bidder who provided the specified number of elevated and ground level accessible components.

*Custom products are shown as conceptual only. *Custom product manufacturing time for this project will be approximately 8 weeks from the time of LSI order acceptance

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Better world.®

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Proudly presented by:

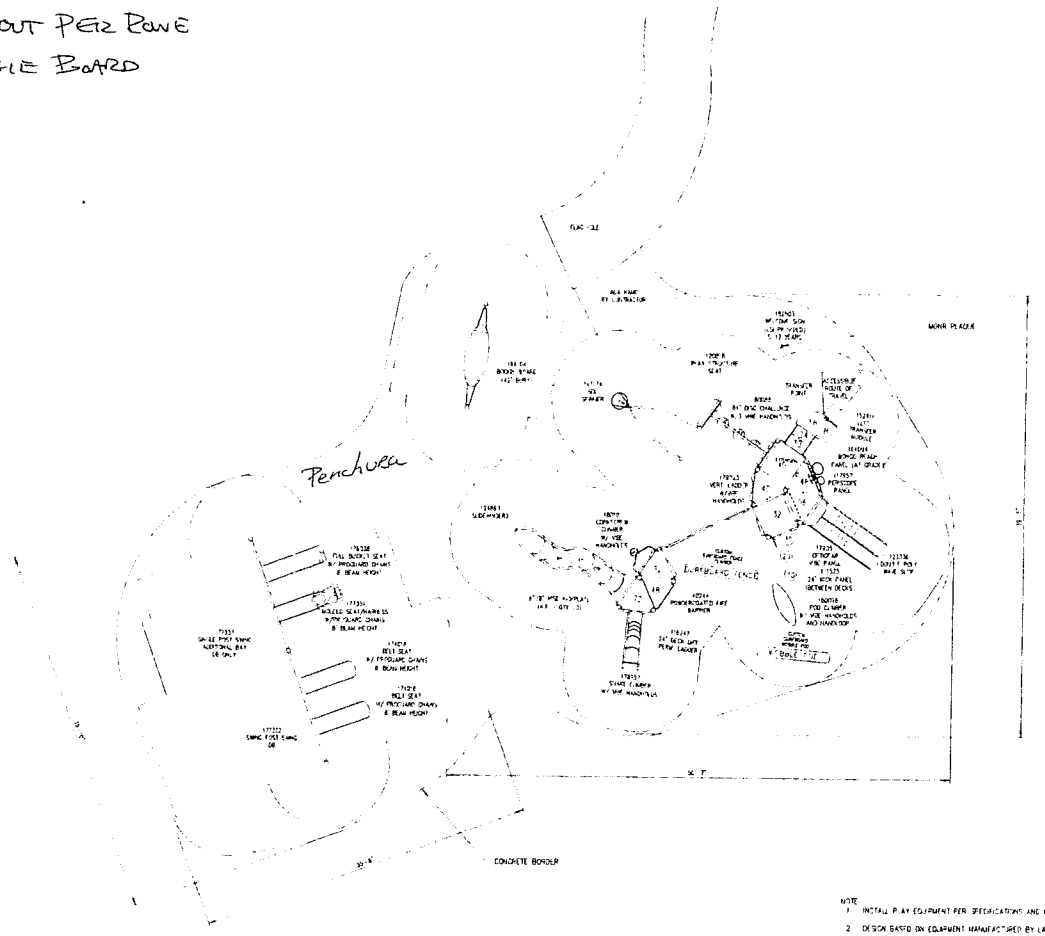
Doug Smith

Penchura

PLAYGROUND PLAN:

ADJUSTED LAYOUT PER ROWE

- ROTATE BOOGIE BOARD



TOTAL ELEVATED PLAY COMPONENTS	10		
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED	0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	5	REQUIRED	5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	6	REQUIRED	3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	5	REQUIRED	5

NOTE

1. INSTALL PLAY EQUIPMENT PER SPECIFICATIONS AND MANUFACTURES RECOMMENDATIONS
2. DESIGN BASED ON EQUIPMENT MANUFACTURED BY LANDSCAPE STRUCTURES INC
3. COMPONENTS TO CONFORM WITH THE AMERICAN SOCIETY FOR TESTING AND MATERIALS (ASTM) STANDARD ASTM F1487
4. VERIFY ALL DIMENSIONS OF PLAY AREA, SIZE, ORIENTATION AND LOCATIONS OF A EXISTING UTILITIES, EQUIPMENT AND SITE FURNISHING PRIOR TO ORDERING S DES SHOULD NOT FACE THE HOT AFTERNOON SUN
5. CHOOSE A PROTECTIVE SURFACING MATERIAL THAT HAS A CRITICAL HEIGHT (H*) TO MEET THE MAXIMUM FALL HEIGHT FOR THE EQUIPMENT (REF. ASTM F1487 STANDARD CONSUMER SAFETY PERFORMANCE SPECIFICATION FOR PLAYGROUND EQUIPMENT FOR PUBLIC USE, SECTION 8, CURRENT REVISION)

Know what's below.
Call before you dig

PLAN SUBMITTALS AND CHANGES

PRELIMINARY PLANS	**NOT FOR CONSTRUCTION**
DATE	DESCRIPTION
////	////
////	////
////	////
////	////
////	////

PREPARED FOR

CITY OF CHARLEVOIX
LAKE MICHIGAN BEACH PLAYGROUND
RP-
CHARLEVOIX, CHARLEVOIX COUNTY, MICHIGAN

ROWE PROFESSIONAL SERVICES COMPANY
The Rowe Building
540 S. Saginaw St., Suite 200
Flint, MI 48502
O (810) 341-7500
F (810) 341-7573
www.rowepsc.com

PLAN DATE FEBRUARY 2017
PROJECT MGR DPS
REVIEWER DRS
SCALE NOT TO SCALE

REV.

SHT# 1 OF 2
JOB NO 17C3224