



Parks & Recreation Advisory Board

Regular Meeting

Agenda

March 20, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of February 21, 2024
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Approval of MLK Community Playground RFP
 - 5. Non-Action Items**
 - a. Mini Park Action Item List 5m
 - 6. Staff Updates**
 - a. Project Updates 5
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Parks & Recreation Advisory Board

agenda item

item type

Consent Agenda

meeting date

March 20, 2024

prepared by

Laura Halsey, Recreation Coordinator

approved by**subject**

Approve the minutes of February 21, 2024

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. PRAB 02.21.24 Minutes - DRAFT



Parks & Recreation Advisory Board

Regular Meeting Minutes

February 21, 2024 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Craig Russell, Michael Dively, Krystal Dawkins, Leah J. Bonich, Michael Perelman, Shannnon Sarkariti

Absent

Robert Bendick

Staff Present

Director Jason Seeley, Assistant Directors Cathleen Daus and Mike McCosker, Recreation Coordinator Laura Halsey

1. Call to Order

2. Consent Agenda

- a. Approve the minutes of January 31, 2024

Motion made by Michael Perelman to add comments about Parks Signage to specify mini-parks, Lake Spier, Azalea Park, and the changes to the strategic plan made by Robert Bendick.

Motion made by Michael Dively, seconded by Krystal Dawkins, to approve the minutes as amended.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

4. Action Items

- a. Strategic Plan and 2024 Action Plan

Motion to approve by Michael Perelman, seconded by Krystal Dawkins to approve as presented.

Michael Perelman asked for confirmation on the update of the Cady Way Pool and WP18 camera systems. Staff confirmed they have been completed.

Staff updated the board on the mini-parks and stated the signage may not be

completed by March as it is dependent upon larger events and budget constraints. Ms. Bonich would like a more detailed and specific list under the updates section. It was explained that the strategic plan is a scope and not intended to list in explicit detail how the repair or improvement will be completed. An example was the drainage issue on Field 7. The measurement would be if the drainage issue has been resolved.

b. Cady Way Pool- Blue Dolphins Proposal for Addition of Second Pool

Mr. Seeley provided the Board with additional information pertaining to the request by Blue Dolphins Swim Club to install a second pool at Cady Way. Mr. Dively asked for more clarification on the financial portion of the commitment. Shawn Schlossmacher of the Blue Dolphins was present to answer questions from the board and provide details on how the project would proceed. Joe Auer spoke about how they would accommodate recreational and competitive swimmers in the pools.

- How will recreational and competitive swimmers be accommodated? *There will be a check-in process and the goal is to ensure the pools will always be accessible to residents.*
- Will there be additional lighting installed for the pools? *Mr. Auer stated the newly installed lighting on the neighboring field 10 should provide adequate lighting along with the new LED lighting recently installed at the pool.*
- Will there be bleachers since the second pool will be for competitions? *There is space for bleachers. However, the client did not request it in the renderings as they did not want to incur additional costs if the project wasn't going to be approved.*
- Will the bathrooms be updated/renovated? *Bathrooms will be reconfigured to have hot water, be conducive to those with disabilities, will not make an impact on the current system, and will remain gravity fed into the sewer system. The new layout will provide more privacy as well.*
- How will the pools be warmed? *Cady Way uses a geothermal system right now but it has not been confirmed if the current system would be able to handle a second pool. Pool blankets are not a consideration because they are labor-intensive, expensive, have a short lifespan, and can be easily damaged if handled improperly.*

Mr. Schlossmacher provided commentary on the renderings presented to the board. Mr. Seeley reviewed a list of benefits to the City should the second pool be approved which included increasing lap swim availability, expanded summer camp usage, allows the City to become a main Red Cross training facility, attract state and regional swim meets, provide an enhanced recreational space, and provide lighted volleyball courts which have been a frequently requested amenity. All of which create revenue for the city. He also reviewed a list of projected costs to the city which is estimated to be \$25-\$35K annually. Mr. Auer stated they intend to cover the maintenance costs lowering

the cost to the city to \$12-\$15K annually. Their goal is a \$2.2M endowment which allows for \$85K annually. Mr. Auer stated a three day swim meet could bring in \$40k, schools rent pools for water polo, etc.

The agreement terms were also reviewed with the Board and open for discussion.

Do you support the addition of a second pool being added to Cady Way Pool and building renovation?

Motion made by Michael Perelman, seconded by Shannon Sarkarati, to approve the addition of a second pool including associated costs and maintenance to be provided by Blue Dolphins.

Mr. Perelman requested Blue Dolphins return with clarification encompassing the changes discussed in tonight's meeting since those items have been discussed.

5. Non-Action Items

6. Staff Updates

a. Project Updates

Mr. Seeley provided visuals for the Lake Spier property and stated the area serves as a green-screen for the surrounding residents who prefer the city to leave the area as-is. Staff have met and are currently working with residents regarding boat access for the Lakes Department to service the lake. It is also in a wetlands area, which prevents the city from attempting to build a trail or sidewalk on the property.

b. Upcoming Programs and Events Update

Mr. Seeley showed a short clip of the Seniors Prom that took place February 20, 2024 at the events Center followed by a list of upcoming events. He will provide a more in-depth update on the current projects at a later date to be respectful of everyone's time since the meeting has already run past 7:00pm

7. Board Comments

8. Upcoming Agenda Items

9. Adjournment

The meeting adjourned at 7:13 pm

Approved by the Board on
/s/ Laura Halsey, Recreation Coordinator

ATTEST:



Parks & Recreation Advisory Board

agenda item

item type

Action Items

meeting date

March 20, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Approval of MLK Community Playground RFP

motion | recommendation

approve

background

In April 2023, staff presented a schematic design for the playground concept for MLK park. Prior to that meeting, staff had spent several months hosting, guiding, and listening to community feedback regarding what should be included in a concept for the playground, leading to a design created by the city's consultant, Dix-Hite. The intent of the design was to keep with the desire of residents to maintain the character and feel of the current existing playground, while also accommodating aspirational new elements for the next generation. These include better visibility, water features (spray play), accessibility, line of sight adjustments, inclusiveness, and modern safety standards. The following solicitation provides for all aspects of the schematic plan including but not limited to scope, preservation of existing structure, hardscape, landscape, furnishings, signs, installation of new fixtures, public meetings, removal, and preservation, where applicable, of items not identified in the plan, scheduling, and coordination with any other subcontractors.

strategic objectives**alternatives | other considerations****fiscal impact**

attachments

1. RFP MLK Park Community Playground Installation v2

Dr. Martin Luther King (MLK) Jr. Park Community Playground Project



Project Description

The City of Winter Park (the “City”) is issuing a Request for Proposals for fabrication, construction, and installation of new playground equipment and site furnishings at the Martin Luther King Jr. (MLK) Community Playground. Services shall include existing equipment removal, supply of new equipment, installation, site furnishings, surfacing and associated site work.

The City has a prominent location within MLK Park where the new installation will take place. Conveniently situated off Denning Drive, approximately 500 feet from two connector streets and multiple access points to the Park, the Community Playground is in close proximity to active and passive uses including pedestrians, bicyclists, vehicular travel on Morse and Denning Drive, office, residential and institutional building uses. The completed site will serve as a placemaking cornerstone to the Park to be enjoyed by residents and guests alike.

The City of Winter Park is located in Orange County, Florida. The City is approximately nine square miles and has about 30,000 residents. Martin Luther King Jr Park, formerly Lake Island Park, is on an approximately 27.5 acre parcel and situated in a central hearth of the city. The Park is also home to the new 55,000 square foot Winter Park Library and Events Center, which features multiple interactive areas, 120 seat performance and education space and grand ballroom that can seat 250 people at tables or 316 theatre style. In addition to the Park, Winter Park is the home of Rollins College and several other major cultural institutions including the Morse Museum of American Art, The Cornell Fine Arts Museum, and the Albin Polasek Museum and Sculpture Garden as well as music and the performing arts. The downtown area is listed on the National Register of Historic Places and the city has numerous examples of outstanding architecture by noted architects.

Scope of Services

1. The selected Vendor shall provide the following services:
 - A. Refinement of Schematic Design: Review and refine the previously prepared schematic design provided by the City, ensuring alignment with project objectives, site constraints, and community needs.
 - B. Design Development: Develop detailed construction drawings, specifications, and material selections based on the approved schematic design, integrating innovative and sustainable design solutions.
 - C. Construction: Execute the construction of the playground, including site preparation, installation of equipment, safety surfacing, amenities, and landscaping, in accordance with the approved design and schedule.
 - D. Quality Assurance: Implement quality control measures throughout the construction process to ensure compliance with safety standards, accessibility guidelines, and industry best practices. All playground equipment, site layout, and surfacing shall conform to all relevant safety standards for lead paint, use of hazardous materials, use zones, spacing, entanglement, protrusion and entrapment hazards. All equipment shall be certified by IPEMA (International Play Equipment Manufacturer’s Association) as conforming to ASTM (American Society for Testing and Materials) Publication #F1487-95

(Standard Consumer Safety Performance Specification for Playground Equipment for Public Use).

- E. Project Management: Provide comprehensive project management services, including scheduling, budgeting, procurement, subcontractor coordination, and regular progress reporting.
- F. Community Engagement: Coordinate with the City to facilitate up to (3) opportunities for community input and participation in the design and construction process, fostering a sense of ownership and pride in the completed playground, and to respond to questions and concerns; including but not limited to, material selection, sub-vendor recommendations, design, color, and scheduling.

2. This work is of a highly specialized nature and shall be performed by a company which derives a significant portion of its annual income from play structure design and installation. Any applicant is encouraged to include work performance reference and history. Vendor shall provide the location of a nearby example of his/her product upon request. The playground installation supervisor shall be a Certified Playground Safety Inspector by the National Recreation and Parks Association. A copy of the Supervisor's current, valid certificate must be included as part of the Statement of Qualifications. Copies of certificates will not be counted toward any page limit maximum.
3. Playground equipment and design shall meet ADA (Americans with Disabilities Act) current requirements and shall incorporate multiple accessibility features as described in the schematic design. Design shall be age appropriate for all ages.
4. Final colors will be determined after award of contract, however consistency with the existing color palette, as defined in the schematic design is preferred.
5. Natural materials, such as wood and metal are the preference for the playground equipment, however the city will consider equipment made from a composite material if they are deemed to be significantly similar to the color and finish of natural materials
6. Existing Structures and Landscape: Nearby existing asphalt, curbs, or other surfacing, lawn areas, trees, etc. shall be retained and protected during all work unless specified in the schematic design or otherwise directed by the City of Winter Park. Critical root zones of mature trees were identified by the City and shall be fenced off by selected contractor with protective fencing prior to commencement of all work and remain undisturbed.
7. Demolition: the selected Vendor shall remove all identified existing play equipment, plastic curbing, benches, and wood/rubber fiber surfacing in the playground area except for any small items salvaged by City. Dispose of all debris properly. The schematic plan calls for keeping two of the main towers of the existing play structure as described in the schematic design, e.g. Exhibit A. Respondents should provide any concerns regarding feasibility of restoration and if determined restoration is not feasible than provide an alternative within their submittal.
8. Curbing: the selected Vendor shall provide and install vertical concrete curbing around new playground area per schematic design as needed.
9. Splash Pad: the selected vendor shall have requisite experience with the scope, size, and scale of the multiple elements of the project outside of the traditional playground equipment install. This includes any other elements, as described in the schematic design, and specifically related to the splash pad concept as described herein.

10. Trees: Tree pruning, removal or transplant as needed will be completed by the City.
11. Sign: the selected Vendor shall provide one or more playground safety signs that include age appropriate warnings consistent with City of Winter Park policy.
12. Benches & Furnishings: the selected Vendor shall remove existing benches and furnishings to complete the work. Location of disposal will be determined by the City of Winter Park. Replacement benches will be determined prior to finalizing a Scope of Work.
13. Installation: the selected Vendor shall be responsible for all installation and associated site work. All equipment shall be installed to conform to schematic design and manufacturer's guidelines. Site damage caused by installation shall be repaired to the City's satisfaction upon completion of work. Concrete curbs shall be installed as per schematic design. All Vendor shall cut and fill as needed to create level grades and gradual transitions to lawn. Excess soil shall be disposed of in coordination with the City of Winter Park. Vendor shall secure site and all equipment from use by protective fencing until playground is ready for public use.

Budget

The budget for the complete project includes coordination with multiple vendors including city staff, third party design vendors, community stakeholders, constituents, construction, engineering, installation and is **\$2,020,180.00 (maximum)**. City staff will support coordination of installation, but there will be no consideration of additional funds to complete the project. Payment schedule will be negotiated with the selected proposer upon selection.

Eligibility

The project is open to all teams, professional service firms, and qualified individuals with preference towards Florida and minority business enterprises (MBE). The team must warrant that the scope of work created is the original product of its efforts, and unless otherwise expressly stated in the proposal, the proposal is original and a single edition that shall not be reproduced, or allow others to do so without the City's permission.

Application Requirements

Design-build firms interested in submitting a proposal must include the following information:

- a. Company Overview: Provide a brief overview of the firm, including relevant experience in playground design and construction, as well as any certifications or accreditations.
- b. Project Team: Introduce key personnel who will be involved in the project, including designers, engineers, project managers, and subcontractors, highlighting their qualifications and experience.
- c. Approach and Methodology: Outline your approach to refining the schematic design, developing detailed construction documents, managing the construction process, ensuring quality assurance, and project closeout.
- d. Schedule: Present a detailed project schedule indicating key milestones, deliverables, and durations for design, permitting, procurement, construction, and project closeout.
- e. Budget: Provide a comprehensive cost proposal, including all design fees, construction costs, contingency allowances, and any other relevant expenses, along with a breakdown of costs by line item.

- f. Value Engineering: Identify opportunities for value engineering to optimize the design and construction process, maximize cost-effectiveness, and enhance project value.
- g. References: Furnish at least three client references for similar design-build projects completed within the past five years, including contact information for project owners or representatives.

Contact Information

Interested design-build firms must submit their proposals electronically to:
City of Winter Park Procurement Division
401 South Park Avenue
Winter Park, FL 32789
Email - Procurement@cityofwinterpark.org

Submissions Due

1. no later than 4:45 p.m., Monday, April 1, 2024. Late submissions will not be considered. Any questions or requests for clarification regarding this RFP should be directed to the same contact person.

Selection Process

The City of Winter Park Selection Committee will review the submitted proposals and select 1 proposer. All proposers will be reviewed by said committee with subsequent recommendation to be presented to the City Commission/CRA Agency for final approval. The City Commission/CRA Agency will have the final right of refusal over any design, placement and content of any installation proposals to ensure, but not limited to, consistency with the scope or maintenance and that such concept captures the spirit and character of the RFP scope and the community at large.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and Qualifications of the Design-Build Firm
- Understanding of Project Requirements and Objectives
- Creativity and Innovation in Design Solutions
- Feasibility and Effectiveness of the Proposed Approach and Methodology
- Cost-effectiveness and Value for Money
- Timeliness and Realism of the Proposed Schedule
- Quality of Past Work and Client References

Project Timeline

Issuance of solicitation	April 1, 2024
Deadline for concept proposal submission	May 15, 2024
Proposals to selection committee	June 2024
Proposals to oral presentations	June 2024
Recommendation to City Commission/CRA Agency	July 2024
Final proposal selection approved and contract	July/August 2024
Final installation complete and in place	May 2025

Reservation of Rights

The City reserves the right to reject any or all proposals received, to waive any irregularities or informalities in the proposals, and to negotiate with any qualified design-build firm to secure the best possible terms for the City.

Confidentiality

All information submitted in response to this RFP shall be treated as confidential by the City and used solely for the purpose of evaluating proposals.

Governing Law

This RFP and any resulting contract shall be governed by the laws of City of Winter Park *and the State of Florida*, and any disputes shall be resolved in accordance with the laws of the same jurisdiction.



Parks & Recreation Advisory Board

agenda item

item type

Non-Action Items

meeting date

March 20, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Mini Park Action Item List

motion | recommendation

na

background

List of items/action with expected completion date related to mini park signage and streetscape enhancements

strategic objectives**alternatives | other considerations****fiscal impact****attachments**

1. Action List Mini Park 3_1_24

Mini Park Improvements Action Plan

Location	Type	Actions Required	Comments	Items still needed
ALBERTA DRIVE MINI PARK (480 Alberta Dr)	MINI PARK	Update Signage		Sign
ALBERTA/CORTLAND MINI PARK	MINI PARK	update signage; landscape improvements	Landscape completed	sign
ALBERTA/JOALCA MINI PARK (1351)	LAKE LOOKOUT	potential for accessibility improvements; update signage		sign
ALEXANDER PLACE MINI PARK	MINI PARK	Signage, improve accessibility		sign
ALFRED J HANNAH MINI PARK	MINI PARK	Signage, potential trash receptacle	trash can installed	Trash & Sign
BONITA DRIVE MINI PARK	Streetscape Enhancement	Landscape and irrigation improvements, signage	landscape completed	sign
BONNIE BURN MINI PARK	MINI PARK	Signage, bench/Trash, accessibility improvements	Installed bench and trash can, landscape completed	Trash/Bench & Sign
CANTON / INTERLACHEN MINI PARK	LAKE LOOKOUT	Add Fence Per WPPD, Signage	fence installed	Fence installation & Sign
CANTON / NEW YORK MINI PARK	MINI PARK	Add signage, landscape improvements	landscape to be completed by end of March	Landscape & Sign
CAVENDISH / HARMON MINI PARK	Streetscape Enhancement	Signage, Appropriate Ingress/Egress of parking		Sign
CHELTON CIR MINI PARK	MINI PARK	Signage, potential accessibility improvements		sign
FAIRBANKS AVE / ORLANDO AVE MINI PARK	MINI PARK	Signage, Bench Replacement	bench complete	Bench & Sign
FAWCETT ROAD MINI PARK	LAKE LOOKOUT	Landscape Improvements, signage	Landscape completed	Sign
GOLFVIEW MINI PARK	MINI PARK	Meets Standard; update signage		Sign
HAMILTON PLACE MINI PARK	Streetscape Enhancement	signage	Landscape completed	Sign
HARLAND MINI PARK	MINI PARK	Meets Standard; update signage		Sign
HARRIS CIRCLE MINI PARK	LAKE LOOKOUT	landscape improvements, signage	Landscape completed	Sign

HOOPER MINI PARK	MINI PARK	Meets standard; uodate signage		Sign
JAY BLANCHARD MINI PARK	MINI PARK	Landscape Improvements, signage	pollinator garden added here 2/27	Sign
KINGS WAY MINI PARK	MINI PARK	landscape improvements, signage	Landscape completed	Sign
KIWI / WEBSTER MINI PARK	LAKE LOOKOUT	Landscape and irrigation Improvements, signage,	landscape and irrigation complete	Sign
LAKE KNOWLES MINI PARK	MINI PARK	evaluate for potential accessibility improvments, update signage		Sign
LAKE MIDGET MINI PARK	MINI PARK	Meets standard, update signage		Sign
LAKE WILBAR MINI PARK	MINI PARK	evaluate for potential accessibility improvements, update signage		Sign
LAKEVIEW MINI PARK	MINI PARK	singage		Sign
LASBURY / MAIDEN MINI PARK	MINI PARK	Meets standard, update signage		Sign
LAUGHLIN MINI PARK	MINI PARK	Meets standard, update signage		Sign
LEITH MINI PARK	MINI PARK	fence at rail and orlando ave frontage, signage	Fence quote requested and will scehdule depending on funding	Fence & Sign
LOCH LOMOND / ST ANDREWS MINI PARK	MINI PARK	landscape and irrigation improvements, signage	Landscape completed	sign
MARVIN SMILEY MINI PARK	MINI PARK	landscape imrpovements, add bench, update signage, improve accessibility	bench & trash can installed, landscape complete	Sign
MORSE BV MINI PARK	MINI PARK			
ORANGE / HARMON MINI PARK	MINI PARK	Meets standard, update signage		Sign
PARK GROVE MINI PARK	MINI PARK	Landscape Improvements, signage	Landscape completed	Sign
PUCIFER/INTERLACHEN MINI PARK	Streetscapse Enhancement	Landscape Improvements, Signage	Landscape Updated	sign

READING WAY MINI PARK	Streetscape Enhancement	Landscape and irrigation improvements, signage	Landscape and irrigation completed	Sign
SUNSET / CHESTNUT MINI PARK	Streetscape Enhancement	Landscape and irrigation improvements, signage	Landscape completed	Sign
TYREE LANE MINI PARK	Add to Ward Parking	Signage, Appropriate Ingress/Egress of parking		Sign, parking ingress/egress
VIA BELLA MINI PARK	Streetscape Enhancement	Landscape improvements, signage	Landscape completed	Sign
VILLA VIEW MINI PARK	Mini PARK	Meets Standard; update signage		Sign
Worthington Ct Mini Park	Streetscape Enhancement	Landscape Improvements, signage	Landscape completed	Sign
Isreal Simpson	Streetscape Enhancement	Landscape Improvements, signage	Landscape Completed	sign

Signs

6 lake lookouts

8 streetscape enhancements

27 Mini Parks



Parks & Recreation Advisory Board

agenda item

item type

Staff Updates

meeting date

March 20, 2024

prepared by

Jason Seeley, Director of Parks and Recreation

approved by

Jason Seeley, Director of Parks and Recreation

subject

Project Updates

motion | recommendation

NA; Report and Update provided AT meeting

background**strategic objectives**

General update regarding the status of various ongoing park projects

alternatives | other considerations**fiscal impact****attachments**

None