



## Agenda Memorandum

Agenda Item – {{section.number}}.C.

City Council Meeting  
August 14, 2023



### Strategic Priority 3: Shared Sense of Community

Foster equitable opportunities that help residents feel at home and connected in their community and empowered to live their best lives.



### Strategic Priority 4: Quality of Life

Ensure that Westminster offers a diverse range of amenities and activities for residents, businesses and visitors that honor the city's history and support the arts, parks, recreation, open spaces, and libraries.

**Subject:** Approve the Purchase of Playground Equipment for City Park Recreation Center Preschool Playground, Trailside Park Playground, and Sherwood Park Playground, using the Sourcewell National Cooperative Contract

**Prepared By:** Lance Johnson, Park Services Manager  
Christopher Johnson, Parks & Golf Superintendent

## Recommended City Council Action:

- Approve the purchase of BCI Burke Company LLC playground equipment from A to Z Recreation for the City Park Recreation Center Preschool Playground in the amount of \$118,313, plus a contingency of \$11,831, and for the Trailside Park Playground in the amount of \$215,071, plus a contingency of \$21,507, using Sourcewell National Cooperative Contract pricing for both playgrounds for a total authorized expenditure not to exceed \$366,722.
- Approve the purchase of Little Tykes Commercial Playground equipment from Recreation Plus for the Sherwood Park Playground in the amount of \$326,321, plus a contingency of \$32,632, using Sourcewell National Cooperative Contract pricing for a total authorized expenditure not to exceed \$358,953.

## Summary Statement:

- Staff is seeking approval of an expenditure not to exceed \$366,722 with A to Z Recreation for BCI Burke Company LLC playground equipment for City Park Recreation Center Preschool Playground and Trailside Park Playground (Attachment A). Staff is also seeking approval of an expenditure not to exceed \$358,953 with Recreation Plus for Little Tykes Commercial

### Playground Equipment for Sherwood Park Playground (Attachment B).

- The three playgrounds selected for this phase of replacement were based on the installation date of the original playground, the difficulty in replacing parts and accessories to repair the current playground, and the location of the park.
- Staff have worked collaboratively with A to Z Recreation and Recreation Plus using their in-house design teams to create new and modern interactive playground equipment designs. Feedback was provided by preschool staff and users of City Park Recreation Center Preschool Playground. Staff also used the extensive community feedback provided for Squires Park, Irving Street Park, and the England Park corridor as the basis for the designs of Trailside Park and Sherwood Park.
- Pursuant to Westminster Municipal Code, the City's Procurement Office has determined that the use of the Sourcewell National Cooperative Contract pricing #010521-LSI offers best value to the City.
- A to Z Recreation is quoting shipping lead times for BCI Burke Company LLC playground equipment at approximately 16 weeks after completion of order. Recreation Plus is quoting delivery lead times for Little Tykes Commercial Playground Equipment at 30-40 weeks after completion of order.
- All three new playgrounds will have Poured In Place (PIP) fall protection surfacing installed as part of the purchase price. Installation of the PIP surfacing is subject to specific weather conditions to ensure proper application and longevity. Contractor scheduling is also subject to availability. If any of the new playground equipment arrives after October 15, 2023, Staff will coordinate to have all three playgrounds and PIP installed late spring of 2024. All efforts will be made to install any of the new playground equipment that arrives prior to October 15, 2023.

### **Fiscal Impact:**

Not to exceed \$725,675

### **Source of Funds:**

Parks, Open Space & Trails (POST) Fund: Parks Sustainability Program capital project

### **Policy Issue(s):**

Does City Council wish to purchase BCI Burke Company LLC playground equipment for City Park Recreation Center Preschool and Trailside Park through A to Z Recreation and purchase Little Tykes Commercial Playground equipment through Recreation Plus with all three playgrounds using the Sourcewell National Cooperative Contract pricing?

### **Alternative(s):**

City Council could choose not to purchase the equipment through Sourcewell National Cooperative Contract and direct Staff to use a formal Invitation for Bid (IFB) process to purchase the equipment for the three playgrounds. Staff does not recommend this option as pursuant to Westminster Municipal Code and the City's Procurement Office, it has been determined that the use of the Sourcewell National Cooperative Contract pricing offers the best value to the City.

## **Background Information:**

The Park, Recreation, and Libraries Department operates and maintains 44 playgrounds throughout the City. The original installation date of these playgrounds ranges from 1994 at Somerset Park to 2015 at Orchard Park (formerly Skyline Vista Park). Twenty-three (23) playgrounds are currently 20 years of age or older, while 19 of the playgrounds are from 8-20 years old. Industry standards suggest normal life expectancy of a playground to be between 15-20 years. Staff has been planning and building funds to start a focused effort to replace two to four playgrounds per year for the next ten years to bring our playground system in alignment with industry standards. In 2022, playgrounds at West View Recreation Center and Westminster Hills Park were replaced. The playground at Somerset Park will also be replaced in 2023 under an existing approved contract. The three playgrounds selected for this phase of replacement were based on the installation date of the original playground, the difficulty in replacing parts and accessories to repair the current playground, and the location of the park (Attachment C).

### City Park Recreation Center Preschool Playground

The City Park Recreation Center Preschool Playground is just under 1,000 square feet in size and located at City Park Recreation Center. The playground was installed in 1998 and is used primarily for students that attend preschool programming offered by the Parks, Recreation, and Libraries Department. The playground is designed and operated to be secure for the students and is therefore not visible or usable by the public.

Preschool staff and students were interviewed and given options to review as concepts for the playground were being developed. The playground designs and equipment chosen by the staff and users will last many years and continue to serve the young learners of our community.

### Trailside Park

Trailside Park is a 10-acre neighborhood park located at 8650 Dover Street. The current playground structure at the park was installed in 1995 and has been repaired and maintained since that time. It occupies a site of just over 3,000 square feet. The playground surfacing was updated in 2016 and the play base was converted from sand to Engineered Wood Fiber (EWF) in 2019.

Staff submitted playground areas to various playground suppliers to gather the options for equipment that would fit within existing play areas. Staff then reviewed the design submittals and worked with the suppliers to determine the best fit within this specific park based on the supplier's design and current community feedback through previous outreach opportunities. The concept submitted by A to Z Recreation utilizing BCI Burke Equipment LLC best fit the needs for Trailside Park.

### Sherwood Park

Sherwood Park is a 10-acre neighborhood park located at 11320 Kendall Street. The park was constructed in 1994 and offers residents a basketball court, two picnic shelters with tables and grills, a playground, and a multi-use turf field.

The current playground structure area is 4,500 square feet and was installed in 2005. Staff submitted playground areas to various playground suppliers to gather the options for equipment that would fit within existing play areas. Staff then reviewed the design submittals and worked with the suppliers to determine the best fit within this specific park based on the supplier's designs and current community feedback through previous outreach opportunities. The concept submitted by Recreation Plus utilizing Little Tykes Commercial Playground equipment best fit the needs for Sherwood Park.

Project Expenditure Breakdown:

City Park Preschool	A-Z Rec	\$118,313
City Park Preschool Contingency		\$11,831
Trailside Park	A-Z Rec	\$215,071
Trailside Park Contingency		\$21,507
Sherwood Park	Recreation Plus	\$326,321
Sherwood Park Contingency		\$32,632
	Total	\$725,675

Purchasing this playground equipment contributes to the City's Strategic Plan goals of Quality of Life and a Shared Sense of Community by providing new and modern playground equipment through community feedback that will provide enjoyment for users for many years to come.

Respectfully Submitted,

*Mark A Freitag*

Mark A. Freitag  
City Manager

**Attachments:**

Attachment A – A to Z City Park Preschool and Trailside Park Playgrounds Bid

Attachment B – Recreation Plus Sherwood Park Playground Bid

Attachment C – Playground Location Map