



**Meeting:** Village Board  
**Meeting Date:** 06/24/2013  
**Agenda Item:** 5e

**Mission Statement**

Delivering quality services in a courteous, cost-effective and efficient manner.

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## VILLAGE BOARD MEETING STAFF REPORT

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**REPORT TO:** Burt R. McIntyre, President  
Village Board of Trustees

**REPORT FROM:** Michael J Kaster, PE, Director of Engineering

**AGENDA ITEM:** Review and take action on awarding the Mills Center Park Open Air Shelter to Northland Recreation.

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### **POLICY ISSUE**

Should the Village Board approve the quote for the open air shelter at Mills Center Park?

### **BACKGROUND INFORMATION**

The Village Board approved final resolution 2013-14 on April 22<sup>nd</sup> naming the proposed trail at Mills Center Park the "Corporal Justin D. Ross Trail. Along with the resolution the board passed a budget for an open air shelter to be placed near the trail head at Mills Center Park.

Staff prepared plans and specifications, and requested quotes for the 20' x 24' rectangular steel structure. The request included structure and roof materials. Three suppliers responded and the quotes were as follows:

Northland Recreation:	\$11,821
Reese Recreation:	\$14,649
Gerber Leisure Products:	\$18,630

Village staff will prepare the site and install the shelter frame. Roofing installation is estimated at \$3,000. To construct the shelter, concrete foundations and pad need to be constructed prior to the structure being delivered in early September. Estimated costs for concrete are \$5,500 and will begin in August.

Total expense for the shelter installation, not including electrical service, is \$20,321.00

### **PRIOR ACTION/REVIEW**

- The Village Board approved resolution 2013-14 authorizing the naming of the proposed trail at Mills Center Park April 22<sup>nd</sup>, 2013, along with a budget of \$28,000 for the Open Air Shelter.

**FISCAL IMPACT:**

- |                              |                     |
|------------------------------|---------------------|
| 1. Is There A Fiscal Impact? | <u>Yes</u>          |
| 2. Is it Currently Budgeted? | <u>Future Years</u> |
| 3. If Budgeted, Which Line?  | <u>Park Capital</u> |
| 4. Amount?                   | <u>\$20,321.00</u>  |

**RECOMMENDED ACTION**

Village staff recommends that the Village Board award the open air structure to Northland Recreation in the amount of \$11,821.

If the Village Board agrees with this action, the following motion could be used, ***“Motion to award the Mills Center Park Open Air Shelter to Northland Recreation in the amount of \$11,821.00.”***

**POLICY ALTERNATIVE(S)**

The Village Board could take the following actions:

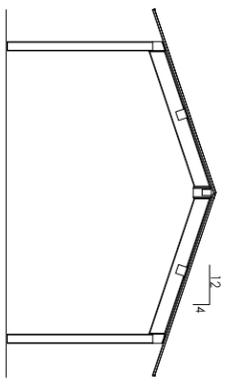
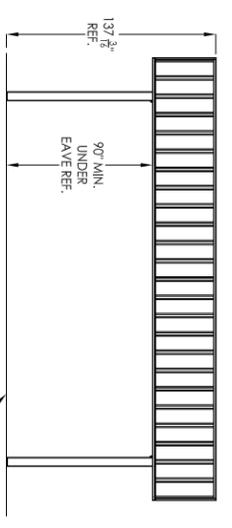
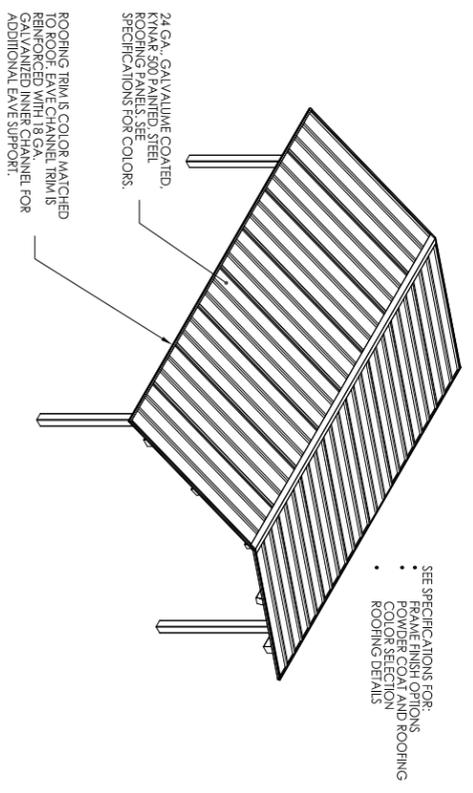
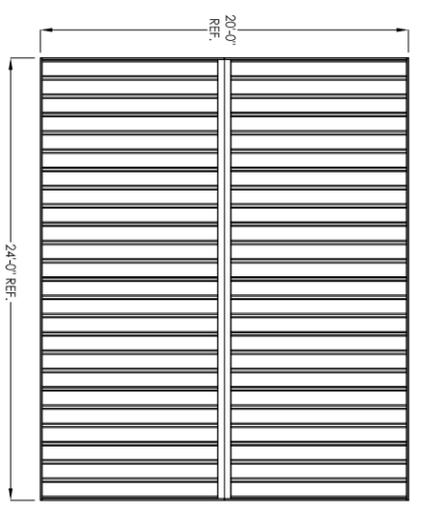
- Award the Contract
- Not Award the Contract

**ATTACHED INFORMATION**

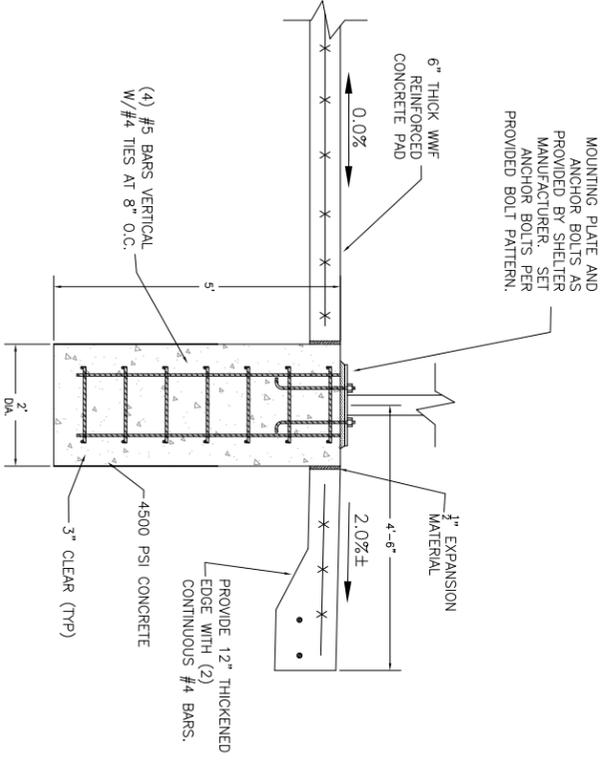
- I. Shelter Plans and Specification
- II. Shelter Supplier Quotes

**COPIES FORWARDED TO:**

- I. None

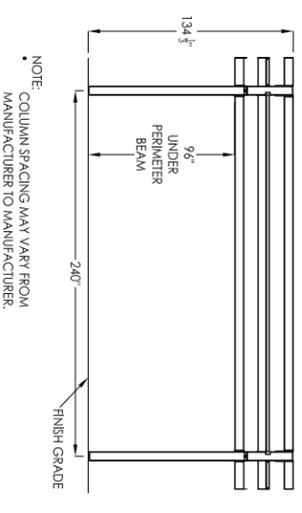
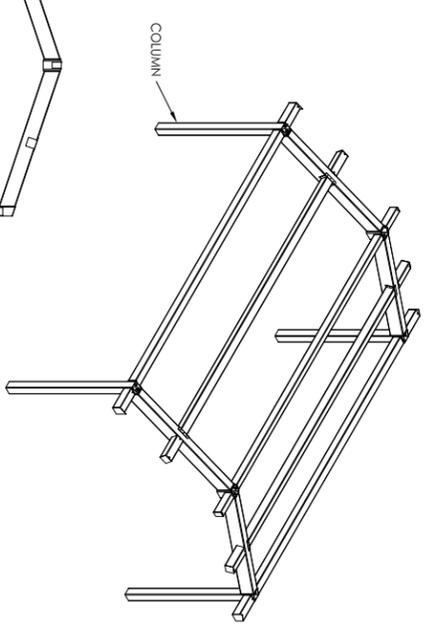
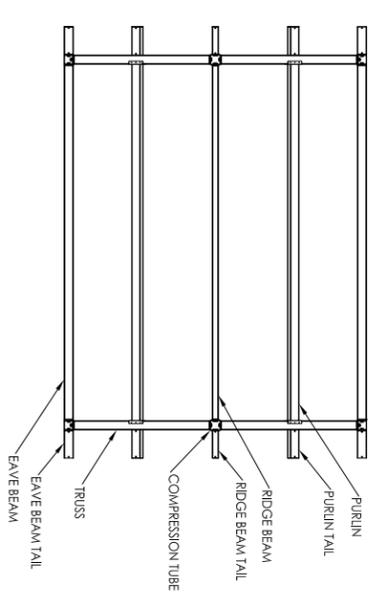


ELEVATION VIEWS



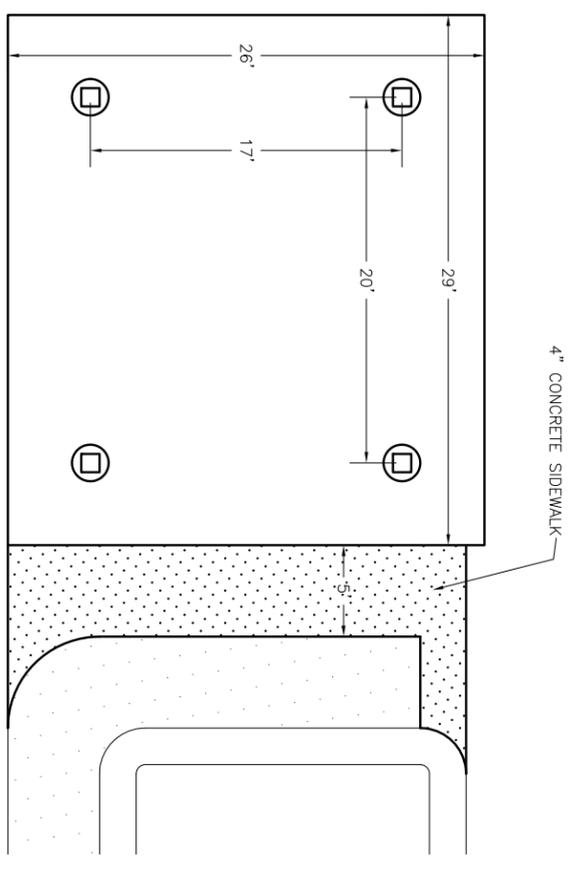
- CONCRETE CONSTRUCTION NOTES:**
1. ALL CONCRETE SHALL RECEIVE A BROOM FINISH.
  2. ALL CONCRETE SHALL BE 4,500PSI DESIGN MIX.
  3. WORK SHALL INCLUDE FINE GRADING OF BASE, FORMING CONCRETE CONCRETE PLACEMENT, CONCRETE FINISHING.
  4. PROVIDE CONTRACTION JOINTS AS REQUIRED.
  5. CARE SHALL BE TAKEN TO PROTECT REMAINING IMPROVEMENTS. DAMAGE TO SAID IMPROVEMENTS SHALL BE REPAIRED BY THE CONTRACTOR AT HIS OWN EXPENSE.
  6. IMPROVEMENTS SHALL BE REPAIRED BY THE CONTRACTOR AT HIS OWN EXPENSE.
  7. TURF RESTORATION BY OTHERS.

SHELTER CONCRETE PAD AND COLUMN DETAIL



NOTE: COLUMN SPACING MAY VARY FROM MANUFACTURER TO MANUFACTURER.

STEEL FRAME DETAILS



SHELTER COLUMN AND CONCRETE PAD DIMENSIONS SCALE: 1"=10'

- GENERAL NOTES:**
1. OVERALL ROOF DIMENSIONS AND MINIMUM CLEARANCE HEIGHTS SHOWN ARE DESIRED.
  2. DIMENSIONS SHOWN BETWEEN STRUCTURAL MEMBERS ARE APPROXIMATE AND ARE PER MANUFACTURER.
  3. FINISHED GRADE UNDER SHELTER WILL BE CONCRETE SLAB AT 0.02% SLOPE.

RECORD DRAWINGS OF COMPLETED CONSTRUCTION COMPARE TO CONTRACTORS AND OWNERS RECORDS BY: DATE:

Revisions/Remarks		Date
No.	Description	

Surveyed By: N/A  
 Project No: 13007  
 File Name: Base-DIB  
 Drawn By: voll

SCALE  
 N.T.S.



HOWARD  
 1336 CORNELL ROAD GREEN BAY, WISCONSIN 54313

OPEN AIR SHELTER  
 MILLS CENTER PARK

Sheet No. 1

## SECTION 13120

**TUBULAR STEEL PARK SHELTER****PART 1 GENERAL**

## 1.1 DESCRIPTION

- A. REK 20x24 (Rectangular Gable) with 16" Standing Seam Metal Roof over Tongue & Groove 2x6 SYP #1.
- B. ROOF SLOPE **4/12**
- C. Minimum Clearance Height (MCH): 7' 6". Minimum clearance height under the structure indicates the lowest height of a member from finish grade for clearance under the structure. This is generally the clearance under roof eave or frame, whichever is lower.

## 1.2 REFERENCES

## A. REFERENCE STANDARDS

- 1. AISC – American Institute of Steel Construction Manual of Steel Construction
- 2. ASTM – American Society for Testing and Materials.
- 3. AWS – American Welding Society.
- 4. LEED – Leadership in Energy and Environmental Design.
- 5. OSHA – Occupational Safety and Health Administration Steel Erection Standard 29 CFR 1926 Subpart R-Steel Erection.
- 6. PCI - Powder Coating Institute.
- 7. SSPC – The Society for Protective Coatings.

## 1.3 SUBMITTALS

- A. Submit with bid, the following:
  - 1. Complete descriptive literature and general dimensional and performance data as may be required to form an intelligent opinion of the character of the equipment and its space requirement.
  - 2. Time required by Supplier from date of Notice to Proceed to complete delivery at job site.
- B. After Notice to Proceed submit (in PDF digital format reproducible (11"x17" paper size max.) 1 sets of submittal drawings and 1 sets of calc books, both signed and sealed by a Professional Engineer licensed in the State of WI. The product design shall be appropriate for industry standards regarding local building codes, snow loads, wind speeds, and seismic conditions. Submittals for Calculations and drawings shall include, at a minimum:
  - 1. Calculations:
    - a. References to building codes and design manuals used for calculations.
    - b. Identification of lateral force resisting system.
    - c. Formulas used for determining snow, wind, and seismic loads to specific project location.
    - d. Three dimensional modeling input, model geometry, and analysis results.
    - e. Member design results and controlling load combinations.
    - f. Connection design for structural bolts, welds, plate thicknesses, and anchorage to the foundation.
    - g. Foundation designs shall include the required combinations of gravity and lateral loads.

2. Submittal Drawings:
  - a. Foundation design and anchor bolt layout.
  - b. Three dimensional views of frame.
  - c. Member sizes and locations.
  - d. Structural connection details, including bolt sizes and plate thicknesses.
  - e. Roof trim and connection details for installation clarity.
  
- C. Foundation Design:
  1. The shelter shall be set on 24" Sonotube foundations extended below the frost line. Provide steel reinforcing recommendation and anchor bolt design/layout.
  2. Area subgrade soils are silty sand and silty clay in texture. Design subgrade parameters are as follows:
    - a. Subgrade Reaction Modulus (psi/in) = 175
    - b. Resilient Modulus (psi) = 10,000
    - c. Frost Index = F3
    - d. Soil Support Number = 4.2
    - e. Design Group Index = 12
  3. Foundation shall be installed by Owner.
  4. Anchor bolts shall be provided by Manufacturer.
  
- D. Submit on or before the substantial completion:
  1. Operation and maintenance manual.
  2. Parts list with location of closest parts and service center.
  3. Complete installation instructions.
  4. Any other operation and maintenance material called for in the specific equipment specification.

#### 1.4 QUALITY ASSURANCE

- A. Manufacturer Qualifications:
  1. Minimum of 10 years in the shelter construction industry.
  2. Full time on staff:
    - a. Licensed Engineer
    - b. AWS Certified Associate Welding Inspector.
    - c. Quality Assurance Manager.
  3. All welders AWS certified.
  4. Manufacturer owned and controlled finishing system.
  5. Annual audit of Quality System and Plant Processes by Third Party Agency.
  6. Annual audit of powder coat finish system by Third Party Agency (PCI).
  
- B. Manufacturer's Certifications shall include PCI 4000 S certified, Certification thru Powder Coating Institute for the original equipment manufacturers (OEMs) to evaluate process on entire finish system to add powder coat over steel.

#### 1.5 JOB CONDITIONS AND DELIVERY

- A. Supplier shall make necessary arrangements for delivery, pick up, and safe storage of equipment until erected and turned over to Owner for operation.
  
- B. All shipment, delivery and storage charges shall be at the expense of Supplier and at no cost to Owner.

- C. Deliver properly crated or packed – any damaged equipment to be replaced with new by Supplier.
- D. The equipment shall be delivered F.O.B. Howard, Wisconsin.

#### 1.6 MANUFACTURER WARRANTY

- A. Shelter must have a 10 year limited warranty on steel frame members, and paint systems.
- B. Pass through warranty of Metal Roof manufacturer shall be provided upon request.

## **PART 2 PRODUCTS**

### 2.1 SHELTER SYSTEM AND MATERIALS

- A. Shelter shall be Poligon or equivalent.
- B. Substitution Limitations.
  - 1. Alternate suppliers must meet the qualifications and provide proof of certifications listed under Section 1.4 QUALITY ASSURANCE.
  - 2. Alternate suppliers must provide an equivalent paint system to Poligon's Poli-5000 listed under Finishes.
- C. Product Requirements and Materials:
  - 1. The pre-engineered package shall be pre-cut unless otherwise noted and prefabricated which will include all parts necessary to field construct the shelter. The shelter shall be shipped knocked down to minimize shipping expenses. Field labor will be kept to a minimum by pre-manufactured parts. Onsite welding is not necessary.
  - 2. Steel columns shall be hollow structural steel tube minimum ASTM A500 grade B with a minimum wall thickness of 3/16". Columns shall be anchored directly to concrete foundation with a minimum of four anchor rods to meet OSHA requirements.
  - 3. Structural framing shall be hollow structural steel tube minimum ASTM A500 grade B, "T" beams. Tapered columns or open channels shall not be accepted for primary beams. Frame will have a Standard POLI-5000 finish with color listed in FINISHES.
  - 4. Compression members shall be compression rings of structural channel or welded plate minimum ASTM A36 or compression tubes of structural steel tube minimum ASTM A500 grade B.
  - 5. Connection requirements:
    - a. Anchor bolts shall be as supplied by manufacturer.
    - b. Structural fasteners shall be stainless steel high strength bolts and nuts.
    - c. Structural fasteners shall be hidden within framing members wherever possible.
    - d. All welds shall be free of burrs and inconsistencies.
    - e. Exposed fasteners shall be powder coated by manufacturer prior to shipment to match frame or roof colors as applicable.
    - f. Manufacturer shall provide extra structural and roofing fasteners.
  - 6. Roofing Materials:
    - a. Tongue and Groove (TG) Roof Deck:
      - 1) 2 x 6 tongue and groove, southern yellow pine(or equiv.) kiln dried #1 grade or better, edge V'd on both sides allows either side of board to be used for best side selection.
      - 2) Manufacturer shall supply 30 pound felt and drip edge.
      - 3) Installer shall cut TG down to required lengths and shall seal underside of boards per Owner's recommendations.
    - b. Standing Seam Metal Roofing (SS):

- 1) 24 gauge galvalume 16” wide with ribs 1 ¾” high or equiv.
  - 2) Roof surface shall be painted with Kynar 500 (or equiv.) to the manufacturer’s standard color as listed in Finishes. Ceiling surface shall be a “wash coat” primer.
  - 3) Angles shall be field cut.
  - 4) Metal roofing trim shall be of matching color and shall be factory made of 26 gauge Kynar 500 (or equiv.) painted steel.
  - 5) Trim shall include panel ridge caps, hip caps, eave trim, splice channels, rake trim, roof peak cap, and corner trim as applicable for model selected. Trim may need to be cut to length and notched. Installation drawings shall have detailed information on how to cut and affix roof trim.
  - 6) Ridge, hip, and valley caps shall be pre-formed with a single central bend to match the roof pitch and shall be hemmed on the sides.
  - 7) Roof peak cap shall be pre-manufactured.
  - 8) Manufacturer shall supply painted screws and butyl tape.
7. Finishes:
- a. Standard Poli-5000 finish – steel shall be cleaned, pretreated and finished at a facility owned and directly supervised by the manufacturer. Steel shall be shot blasted to SSPC-SP10 near-white blast cleaning. Parts shall be pretreated in a 3 stage iron phosphate washer. Epoxy primer powder coat shall be applied to parts for superior corrosion protection. Top coat of Super Durable TGIC powder coat shall be applied over the epoxy primer. Finish shall not have any VOC emissions. Sample production parts shall have been tested to meet humidity resistance per ASTM D2247-02 to 5,000 hours with no loss of adhesion or blistering, and Color/UV resistance per ASTM G154-04 to 2,000 hours exposure, alternate cycles with results of no chalking, 75% color retention, color variation maximum 3.0 E variation CIE formula (before and after 2,000 hours exposure). Manufacturer shall be PCI 4000 S Certified.
  - b. Roof Color shall be Poligon “Evergreen” or equiv.
  - c. Frame Color shall be Poligon “Canvas Taupe” or equiv.
8. Electrical Access & Cutouts:
- a. Electrical access to be provided through a 1 1/8” diameter hole in the column base plate and ¾” diameter holes provided through connection plates for wire access through columns, trusses, and into the compression ring/tube.
  - b. Electrical cutout shall be provided in location indicated on drawings.

## **PART 3 EXECUTION**

### **3.1 INSTALLERS STORAGE AND HANDLING**

- A. Protect building products after arrival at destination from weather, sunlight, and damage.
- B. Product must be handled with protective straps or padded forks if lifting with mechanical equipment.

### **3.2 ERECTION**

- A. Install all components according to manufacturer’s installation instruction and these specifications.
- B. Tolerances on steel structural members are set according to AISC construction practices, abided in the factory, and cannot be increase. No field slotting or opening of holes will be allowed.
- C. OSHA Compliance to Steel Erection Standard 29CRF 1926 Subpart R-Steel Erection.

3.3 REPAIR

A. Do not attempt any field changes without first contacting the Manufacturer.

3.4 FIELD OR SITE QUALITY CONTROL

A. Field or site inspections will be performed by Owner.

END OF SECTION

# Reese Recreation

Products, Incorporated

3327 North Ridge Avenue  
 Arlington Heights, IL 60004-1488  
 847-398-2992  
 Toll Free 800-222-2268  
 Fax 847-398-1433

**Quoted to:** Michael Kaster  
 Village of Howard  
 1136 Cornell Road  
 Green Bay, WI 54313

Phone 920-434-4060  
 Fax 920-434-4072

# Quotation

Quote Number:  
16263

Quote Date:  
Jun 11, 2013

Page:  
1

Customer ID	Good Thru	Payment Terms	Sales Rep
45WIHoward	7/11/13	Net 30 Days/PO TO PORTER	John Finn

Qty	Item	Description	Unit Price	Extension
1	Whp REK20x24	Poligon REK 20x24, Poli-5000 coating system in Canvas Taupe, IBC 2009, wind speed 90mph, 40lb ground snow load, electrical access with one cut out, anchor bolts	6,873.25	6,873.25
1	WHP Engineering	Sealed Engineered Drawings ALTERNATE #1: Standing Seam Metal Roof, EVERGREEN \$4574.25 ALTERNATE #2: Tongue and Groove Roof Deck \$2251.50 Shelter must be delivered by 9/2/13  MILLS CENTER PARK/Green Bay, WI Price does not include installation, concrete or site prep. Ship time is approximately 8-10 weeks after receipt of order, deposit and submittal approval if required. Customer is responsible for unloading and storing materials. Forklift required. Thank you!  PLEASE MAKE DEPOSIT AND/OR PURCHASE ORDER TO WHP PORTER CORP/4240 N 136th Ave/Holland, MI 49424	250.00	250.00

Subtotal	7,123.25
Sales Tax	
Freight	700.00
<b>Total</b>	<b>7,823.25</b>

Authorized Signature: \_\_\_\_\_



Playgrounds Fun & Easy!™

# QUOTATION

To: Village of Howard  
1336 Cornell Road  
Green Bay, WI 54313

Date: June 20, 2013

Contact: Michael Kaster  
Phone: 920-434-4060  
Cell:

Project: Park Shelter

Fax:  
Email: mkaster@villageofhoward.com

We are pleased to provide the following quotation on items supplied by **See Below Coverworx Recreational Architecture.**

<u>Qty.</u>	<u>Item</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
1	Shelter	<b><u>GA-2024-SW-TG-SS - Shelter per Attached Specs</u></b> --20' x 24' Gable Roof Steel Park Shelter w/ 4 Columns --7' 6" Eave Height - 4:12 Roof Pitch --All Steel Frame w/ Polyester Powder Coating - Std Colors --Shipping to Howard, Wisconsin		\$6,460.00
1		Tongue & Groove Wood Decking. #1 Grade 2" x 6"***		\$995.00
1		24 ga Standing Seam Metal Roofing - Std Colors -		\$1,801.00
1	Engineer	WI Engineered Sealed Drawings, Footings and Calculations		\$900.00
1	Outlet	Electrical Cutout in One Column		\$225.00
1	Bolts	Anchor Bolts Delivered Prior to Shelter		\$60.00

\*Note: Installation, footings and concrete are Not Included

\* Prices supply only - Installation not included  
 \*\*T & G Wood is bare. Any stain or varnish is by owner.  
 \* Note: %Shoe+on base of column does not include base plates. See attached footing example for typical installation.

<b>Sub Total</b>	\$10,441.00
<b>Freight</b>	\$1,380.00
<b>Tax 5.5%</b>	<u>Not Included</u>
<b>Total</b>	<u>\$11,821.00</u>

**IMPORTANT INFORMATION:**

- ◆ Quotation is valid for: 30 Days
- ◆ Freight based on shipment to Howard, Wisconsin
- ◆ Shipment can currently be made in 6 - 8 Weeks upon order entry
- ◆ Terms: Down payment or prepay may be required.
- ◆ Pricing based on above quantities . any changes may require a revised quotation.
- ◆ **Orders will be placed upon receipt of a Purchase Order or your signed acceptance of this quotation.**
- ◆ **Purchase Orders should be made out to Northland Recreation, LLC**

Thank You! Northland Recreation, LLC

**Cindy Mayo**  
Representative

ACCEPTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# Gerber Leisure Products Inc.

P.O. Box 42, Mount Horeb, WI 53572 \* 608-512-7324 \*E-mail [doug@gerberleisure.com](mailto:doug@gerberleisure.com)

June 14, 2013

Village of Howard  
1336 Cornell Road  
Green Bay WI. 54313

Re: Open Air Shelter

All materials only for 20'x24' open air shelter including:  
4/12 gable roof w/ 24 gauge steel and Kynar 500 paint, 1-1/2" ribs 7.2" OC. and exposed fasteners  
2"x8" #1 SYP T&G edge veed 1- side roof decking  
Powder coated steel tube frame structure  
Includes all fasteners and all materials are pre-cut for easy installation  
Open sides and ends  
Engineered drawings in 2 weeks of approval  
Delivery after 8 weeks of plan approval

total includes delivery to your level site = \$15,640.00

option 1: standing seam roof steel = \$ 1,290.00

option 2: 2"x6" #1 SYP T&G edge veed 2-sides = \$1,700.00