



## CITY OF MENDOTA HEIGHTS

### PARKS AND RECREATION COMMISSION REGULAR MEETING AGENDA

July 8, 2025 at 6:30 PM

Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights

**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Approval of the Agenda**

*The Commission, upon majority vote of its members, may make additions or deletions to the agenda. These items may be submitted after the agenda preparation deadline.*

**5. Approval of Minutes**

- a. Approve Minutes from the May 13, Parks and Recreation Commission Meeting
- b. Approve Minutes from the June 10, Parks and Recreation Commission Work Session

**6. Public Comment - for items not on the agenda**

*Public comments provide an opportunity to address the Commission on items which are not on the meeting agenda. All are welcome to speak. Individuals should address their comments to the Commission as a whole, not individual members. Speakers are requested to come to the podium and must state their name and address. Comments are limited to five (5) minutes. No action will be taken; however, the Chair and Commissioners may ask clarifying questions as needed or request staff to follow up.*

**7. Acknowledgement of Reports**

*Items on the Acknowledgement of Reports are approved by one motion of the Commission.*

- a. Park Improvement Project Update
- b. Recreation Update
- c. Par 3 Update
- d. Commission Work Plan Update
- e. Park System Master Plan Update

**8. New Business**

**9. Old Business**

- a. Ivy Hills Playground RFP Recommendation

**10. Staff Announcements**

**11. Student Representative Update**

**12. Commissioner Comments and Park Updates**

**13. Adjourn**

**Next Meeting  
August 12 at 6:30pm**

Information is available in alternative formats or with the use of auxiliary aids to individuals with disabilities upon request by calling city hall at 651-452-1850 or by emailing [cityhall@mendotaheightsmn.gov](mailto:cityhall@mendotaheightsmn.gov).

CITY OF MENDOTA HEIGHTS  
DAKOTA COUNTY  
STATE OF MINNESOTA

Minutes of the Parks and Recreation Commission Work Session  
June 10, 2025

Pursuant to due call and notice thereof, a work session of the Parks and Recreation Commission, City of Mendota Heights, Minnesota was held at 1101 Victoria Curve, Mendota Heights, MN 55118.

CALL TO ORDER

Chair Jaffrey Blanks called the meeting to order at 6:33pm. Commissioners Jo Schifsky, Michael Toth, Jennifer Weichert, Daniel Van Lith and Dan Sherer (arrived at 8:11pm) were also present. Commissioner Michelle Muller and Student Representative Evangeline Fuentes were absent.

City staff present included Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director, Trey Carlson, Recreation Facilities Coordinator, Willow Eisfeldt, Recreation Program Coordinator, and Eydie Myers, Parks and Recreation Intern.

Department Updates

Director Lawrence introduced Parks and Recreation Intern Eydie Myers and discussed the projects she will be working on this Summer.

Director Lawrence provided an update on the 2040 Park System Master Plan and invited Commissioners to attend the consultant's presentation at the City Council meeting on Tuesday, June 17 at 6:00pm.

Director Lawrence provided an update on the Ivy Hills Park Playground project, notifying Commissioners that the City Council decided to reject all project bids and a new Request for Proposals will be brought to the July 8 Parks and Recreation Commission for review.

FY2026 Budget Recommendation

Director Lawrence provided an overview of the budget process and answered questions about the specific projects listed in the Capital Improvement Plan.

After discussion, the Commission's 2026 Project Recommendations include the following:

1. Dog Park Water Source
2. Tot Lot Water Source
3. Wentworth Park Hockey Board Replacement
4. Wentworth Park Basketball Court Expansion
5. Playground Replacement (based off staff recommendation)
6. Valley Park Picnic Shelter Refresh
7. Bocce Ball Court Addition to Park (staff will research potential locations)
8. Hagstrom-King Ballfield Infield Resurfacing

Staff let the Commission know they will notify them when the Parks, Recreation, and Par 3 budgets will be reviewed by the City Council so they can attend and listen to the discussion if they would like.

The commission adjourned the meeting at 8:19pm.

Minutes Taken By:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director

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DAKOTA COUNTY  
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Minutes Taken By:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Park Improvement Project Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

### Action Request:

Informational Item- No Action Requested

### Background:

#### 2025 Projects

The City Council included the following projects in the FY2025 budget:

1. Ivy Hills Playground Replacement
2. Hagstrom King Park Connection Point
3. Friendly Hills Tennis Court Resurfacing

As part of the Parks Maintenance budget, an infield renovation project for the Valley Park ballfield was also included.

### Ivy Hills Playground Replacement

The City Council reviewed the Parks and Recreation Commission recommendation on the playground replacement at their May 20 meeting and decided to reject all bids and start the process again. Staff has refined the Request for Proposals (RFP) to align with the desired scope the City Council is requesting. The updated RFP will be reviewed by the Parks and Recreation Commission at their July meeting. With the delay in timeline, the new playground will not be installed until the Spring of 2026.

### Hagstrom King Connection Point

Hampshire Drive Neighborhood Improvements – A feasibility report was adopted by City Council on April 1, 2025 in relation to pavement improvements to Abbey Way, Canton Court, Haverton Road, Hampshire Drive, Hampshire Court, Morson Circle, Park Lane, Pond Circle East & West, and Winthrop Circle. This project also includes construction of a trail on the north side of Hagstrom King Park from Hampshire Drive to Pond Circle West. Due to financial commitments to other improved infrastructure projects, this project was split into two separate

street improvement projects. Based on a pavement condition index, the streets south of Mendota Heights Road (Abbey Way, Canton Court, Haverton Road, Morson Circle, and Winthrop Circle) were prioritized for construction in 2025. The remaining streets (Hampshire Drive, Hampshire Court, Park Lane, and Pond Circle East & West) including the Hagstrom King trail connection will be presented for construction in 2026.

### **Friendly Hills Tennis Court Resurfacing**

At the March 18 City Council meeting, the Friendly Hills tennis court resurfacing project was approved for a total project cost of \$16,995. This project is scheduled to be completed in early July.

Included in the FY2025 budget was \$18,000 for the tennis court resurfacing at Friendly Hills Park utilizing Fund Balance. Staff have worked with the Dakota County Attorney's Office and the five individuals who were charged in connection with the vandalism were accepted into the County's diversion program. The City will receive payment to cover the damage over the next few years.

The scope of the project includes: cleaning the surface and removing debris; patching low areas of depth; cleaning cracks and control joints of loose material; filling 1" of cracks and control joints using an acrylic patch; priming vandalized areas to enhance bonding of the new surface application; applying two coats of black sand fortified acrylic filler coat; applying two coats of texture acrylic to the entire court surface; and painting of primer and two sets of 2" white lines in accordance to USTA layout specifications. The courts will have a dark green play area and light green out of bounds area—the same as the current court colors.

### **Valley Park Ballfield Infield Renovation**

At the March 4 City Council meeting, the Valley Park ballfield renovation project for the infield was approved and the project was completed in early April. This project scope included the following:

- Laser survey of the existing surface and prescription build for grading purposes
- Edging of outside arc using 57' dimension
- Grading of the infield to drain from pitching rubber toward back arc
- Installation of new base anchors and home plate
- Machine grade surface to 1/8" tolerance

### **Ivy Hills Park Basketball Project**

At the April 1 City Council meeting, the proposed basketball court replacement project was approved. The Council approved a full court, two hoop facility with recreational lines (four square, hop scotch). The concrete pad for the new court was poured on Wednesday, June 18. The court lines will be added and hoops installed at the site in late July. Staff has met on site and has developed a landscaping plan to try to provide a buffer between the properties on the West and East of the court. The landscaping work will be completed in parallel with the opening of the facility for the public.

**Special Parks Fund Balance**

Currently, the Special Parks Fund is showing an estimated balance of approximately \$205,000 available as of July 1, 2025.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Recreation Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Willow Eisfeldt, Recreation  
Program Coordinator

### Action Request:

N/A-Informational Only.

### Background:

#### Heights Fest

This year's annual Heights Fest will take place during the second weekend of August from August 8-August 10. Formerly known as "Parks Celebration," city staff decided on a name change that would help identify the legacy event as a Mendota Heights event and carry a sense of community and belonging for Mendota Heights residents. All activities during Heights Fest are free for anyone to participate. Parks and Recreation staff have created the final schedule for Heights Fest as highlighted below:

- **Friday, August 8; 4:30-8:00pm - Food Truck Fest** featuring Kids Dance from 5:00-6:00pm and live music from the Patience Band from 6:30-8:00pm. Food truck fest will feature 8+ different food trucks for attendees to purchase dinner from. The food truck festival will take place at Mendakota Park.
- **Friday, August 8; 8:30-10:30pm - Movie in the Park**, Join Mendota Heights Parks & Recreation for a movie in the park. Bring a blanket and some snacks to watch a featured throwback movie. Help us choose the movie to show. Come back to the Mendota Heights Parks and Recreation Facebook page on July 21st to vote for your favorite movie. The movie with the most votes will be shown at Movie in the Park.
- **Saturday, August 9; 8:00-11:00am - Cliff Timm Memorial Fishing Derby** at Rogers Lake Park features 5 different time slots participants can register for, to compete in the fishing derby. Prizes will be announced via Facebook live for the smallest fish caught, largest fish caught & most fish caught at 10:45am. Participants can register for free at [www.mendotaheightsmn.gov/register](http://www.mendotaheightsmn.gov/register).
- **Saturday, August 9; 12:00-2:00pm - Kid's Fest** at Mendakota Park features inflatables, a foam pit party, yard games, airbrush tattoo artists and balloon artists.
- **Saturday, August 9; 2:00pm - Mini & Me Golf Tournament** at Par 3 Community Golf Course is a new event this year. This event pairs kids with their favorite adult- whether



that's a parent, grandparent, or guardian-for a round of golf full of fun. The tournament will be a shotgun start-style tournament with traditional play and mini challenges. Participants are encouraged to dress in their most creative matching outfits.

- **Sunday, August 10; 8:00am Start time - Pickleball Tournament** at Marie Park. Register with your favorite pickleball partner in this open-style, double elimination tournament.

### **Programming Numbers Update**

Current program numbers for the first six months of the year are highlighted below. Staff pulled these numbers through the registration platform, CivicRec, as well as a spreadsheet that is updated weekly with total participation numbers at each program. Staff also pulled six-month program numbers from 2024 to show a comparison.

- 2025 six-month total program participants: 3,058 total participants
  - 2025 six-month total transaction summary: \$68,142
  - Juniors Golf Lessons total participation: 207 participants as of July 1st
  - Youth Tennis Lessons total participation: 173 participants as of July 1st
- 
- 2024 six-month total program participants: 3,362 total participants
  - 2024 six-month total transaction summary: \$65,713
  - Juniors Golf Lessons total participation: 173 total
  - Youth Tennis Lessons total participation: 179 total

This year, we have canceled three Music in the Park dates and one large event due to inclement weather. The spring pickleball tournament was also canceled due to low participation. Staff projects with continued rescheduling and added events and programs, parks and recreation will exceed 2024 program participation numbers in 2025.

### **New Programs 2025**

2025 has been a year of trialing new programs to work towards the city's goal of increasing program offerings for teens and seniors. So far, Mendota Heights Parks and Recreation staff have offered a skateboarding camp and an evening of laser tag for kids and teens in the community. While the skateboarding camp only saw two participants, the contracted company, 3rd Lair, decided to run the camp anyway to work towards building the skateboarding community in Mendota Heights. Laser Tag saw 60+ participants over the course of the evening. Throughout the remainder of the summer, Mendota Heights Parks and Recreation will be offering the following additional new programming:

- Yoga in the Park-Friday, July 11, Friday, July 25 & Friday, August 22
- Cops & Bobbers- Thursday, July 10
- Youth Pickleball Lessons-July 28-31
- Petals & Planting (in partnership with Mendota Heights Natural Resources)-Monday,

August 18

- Picnic with Public Safety-Monday, August 25

Parks and Recreation staff are looking forward to expanding program offerings for fall 2025 and winter 2026.

**Fiscal and Resource Impact:**

N/A-Informational Only

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Vibrant and Diverse Community Programming



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Par 3 Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Trey Carlson, Recreation  
Facilities Coordinator

### Action Request:

Informational Item -- No Action Requested

### Background:

#### Season Statistics

#### Month 2025 2024

**March** 307 261

**April** 2083 1923

**May** 3052 2664

**June** 3453 3395

Par 3 also hosted an additional 496 high school rounds this spring from 12 different area schools, including three tournaments.

### ForeUP Update

Staff have started to see growth in online booked tee times. Utilizing the online tee time software has not only helped fill up our tee sheets, it has also allowed our staff to be more attentive to customers upon their arrival at the course. The following percentages of tee times were made online:

- March: 46%
- April: 44%
- May: 54%
- June: 52%

### Golf Course Conditions

The course continues to be in great shape. The maintenance staff have done an incredible job of keeping up with all the growth. It's very common for golfers to come back in to the

clubhouse from their round and compliment how great the course plays and looks. Nothing major to report from a maintenance standpoint.

**Summer Program/League Update:**

- Heights Fest: Mini and Me Tournament
  - An exciting change to what was offered during Parks Celebration in the past. The Mini and Me tournament will consist of teams of two, a guardian or parental figure and a child will team up and are encouraged to wear matching outfits that are inspired by their favorite pro golfers, or characters. The event hopes to offer traditional golf challenges like longest putt, while also introducing some fun mini-games that help keep the competition lighthearted.
- Couples Golf League
  - Staff have heard some community interest in a couples golfing opportunity. Slated to start towards the end of the summer, the Par 3 will have a unique twist on a traditional low-score wins league. Partners will square off in a 2-v-2 format and play different like-skilled players each week. This league will be offered on Tuesday evenings, stretching into the early fall.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



## Parks and Recreation Commission

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**Meeting Date:** July 8, 2025

**Agenda Item:** Commission Work Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

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### Action Request:

Informational Item--No Action Requested.

### Background:

Included is the Commission Work Plan that was approved by the Commission in March. In order to ensure progress, each month staff will provide an update to the Parks and Recreation Commission.

### Fiscal and Resource Impact:

None.

### Attachments:

1. PRC Planning Calendar 2025 062525

### Item Relation to Commission Guiding Principles:

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community

# 2025 STRATEGIC GOALS

| ACTION ITEM  | STRATEGIC INITIATIVE                                       | RESPONSIBILITY   | TIMELINE |     |     |     |     |     |     |     |     |     |     |     |  |
|--|--|--|----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--|
|  |  |  | Jan      | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | UPDATE   |
| Implementation of Master Plan  | All  | Parks and Recreation Director  |          |     |     |     |     |     |     |     |     |     |     |     | The Master Plan was accepted by the City Council on June 17.   |
| Long Term Sustainable Funding Source for Parks Infrastructure  | Sustainable Funding Source for Parks and Recreation        | Parks and Recreation Commission/City Council   |          |     |     |     |     |     |     |     |     |     |     |     | Staff is working to finalize a more detailed Capital Improvement Plan for Parks and the Par 3 that reflects the outcomes of the PSMP.  |
| Completion of the ADA Transition Plan in Relation to Parks and Continued Accessibility Lens at Forefront         | Active Recreational Facilities for All Ages                | Parks and Recreation Director/Assistant City Engineer  |          |     |     |     |     |     |     |     |     |     |     |     | The consultant has walked our Parks with staff for the completion of the final plan in October. Community Engagement opportunities will begin in July for this project.                                    |
| Diversify Programming Offered (Senior and Teen Programming)  | Vibrant and Diverse Community Programming                  | Recreation Program Coordinator/Recreation Facilities Coordinator                               |          |     |     |     |     |     |     |     |     |     |     |     | Recreation Coordinators are working to provide more diverse programming for our community in 2025.   |
| Increase Nature Based Recreation Programs and Events   | Greater Connection to the Natural Environment              | Recreation Program Coordinator   |          |     |     |     |     |     |     |     |     |     |     |     | Recreation Program Coordinator and the Natural Resource Coordinator are collaborating on programming and events.   |
| Increase the Usage of the Par 3 Community Golf Course for the Overall Benefit of the City as a Whole             | Vibrant and Diverse Community Programming                  | Recreation Facilities Coordinator  |          |     |     |     |     |     |     |     |     |     |     |     | The new Recreation Facilities Coordinator began with the City on March 3 and this is a priority area for him in year 1.  |
| Continued Partnership and New Partnerships to Provide Additional Opportunities to Residents at a Reasonable Rate | A Leading Community with Invested Partners                 | Parks and Recreation Director/Recreation Program Coordinator/Recreation Facilities Coordinator |          |     |     |     |     |     |     |     |     |     |     |     | The Recreation Coordinators are working to continue strong relationships with existing partners. The Parks and Recreation Director will continue to seek out potential new partnerships and opportunities. |
| Development of a Donation Policy for Parks and Recreation  | All  | Parks and Recreation Director/Recreation Program Coordinator                                   |          |     |     |     |     |     |     |     |     |     |     |     | Staff met to review the first draft of this policy in late May. A final draft will be presented in the Fall.   |
| Increase Community Involvement and Engagement with Residents   | Effective Two-Way Communication with an Informed Community | Commissioners  |          |     |     |     |     |     |     |     |     |     |     |     |  |
| Continued Success of the Volunteer in the Parks (VIP) Program  | All  | Commissioners and Staff  |          |     |     |     |     |     |     |     |     |     |     |     | The annual Volunteer Program Update was provided to the City Council in February. Staff continue to seek volunteers for events where additional help is needed.  |



## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Park System Master Plan Update

**Item Type:** Monthly Report

**Department:** Parks and Recreation

**Contact:** Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

### Action Request:

Informational Item--No Action Requested.

### Background:

Parks and Recreation Commissioners were given a copy of the draft plan at their May 10 meeting to review. The Consultants and staff presented the Park System Master Plan to the City Council on Tuesday, June 17, which Commissioners were invited to attend. The City Council did accept the Park System Master Plan at their June 17 meeting.

The Master Plan provides the following for Mendota Heights Parks and Recreation going forward:

- Mission: "to preserve and enhance the quality of life for Mendota Heights residents through continued care of parkland, providing exceptional recreational opportunities and programming, maximizing fiscal efficiency, and fostering an inclusive environment."
- Vision: "preserve valued features of the current park system while innovatively expanding recreational opportunities to meet the needs of current and future park users to create an inclusive environment where all visitors can enjoy the City's trails and open spaces."
- Guiding Principles:
  1. Meet Needs Through Diversification
  2. Prioritize Accessibility and Inclusivity
  3. Improve Connectivity
  4. Maintaining Quality
  5. Preserve Existing Valued Park Features
  6. Develop Long-Term Sustainable Funding Model
- Goals:
  1. Upgrade Parks and Trails to meet community needs and expectations with quality park design and amenities that support Mendota Heights' high quality of life

2. Meet the desired program unmet needs outlined in the citizen survey as priorities for the parks and recreation system to build on in the future
3. Provide high-quality recreation programs and amenities that are well-developed, desired and delivered to build a strong user basis
4. Develop a long-term capital investment plan outlined in the Master Plan for existing parks and future indoor program space over the next ten-year period

Staff are working to develop a Phase 1 plan (breaking the 15-year plan into three phases each comprising of five years) in order to ensure the workplan is manageable for staff to begin implementation.

The final plan will be provided to the Commission in paper form if desired and will be posted to the website.

**Fiscal and Resource Impact:**

None.

**Attachments:**

None

**Item Relation to Commission Guiding Principles:**

Sustainable Source of Funding for Parks and Recreation

A Leading Community with Invested Partners

Greater Connection to the Natural Environment

Vibrant and Diverse Community Programming

A Safe Connected and Walkable/Bikable Community

Active Recreation Facilities for All

Effective Two-Way Communication with an Informed Community





## Parks and Recreation Commission

**Meeting Date:** July 8, 2025

**Agenda Item:** Ivy Hills Playground RFP Recommendation

**Item Type:** Action Item

**Department:** Parks and Recreation

**Contact:** Meredith Lawrence, Parks and Recreation/Assistant Public Works Director

### Action Request:

If the Parks and Recreation Commission concurs, it should, by motion, make a recommendation to the City Council regarding the playground replacement for Ivy Hills Park.

### Background:

In early January, the Parks and Recreation Commission established a subcommittee that met with staff and developed criteria for an RFP (Request for Proposals) to solicit proposals to replace the existing playground. The Parks and Recreation Commission reviewed the RFP at their January work session and the consensus of the members present agreed with the scope of the project. The City Council reviewed the RFP at their January 21 meeting and asked for changes. The City Council then formally approved the RFP at their February 4, 2025 meeting.

Staff invited reputable playground contractors to submit responses and use their professional expertise and creativity to develop a unique play structure plan within the budget. The City received six proposals from five different qualified vendors. Staff notified the subcommittee of the number of proposals received and the subcommittee reviewed the proposals and narrowed down the proposals to four to begin community engagement.

Staff conducted community engagement with roughly 650 responses throughout the many mediums of engagement--online survey, open house and meetings with students in the schools. The Parks and Recreation Commission reviewed the results of community engagement and reviewed the proposals in relation to accessibility, features, and colors. The Parks and Recreation Commission recommended the approval of a playground from Webber Recreation at their May 13 meeting.

Staff presented the playground proposal recommended by the Parks and Recreation Commission to the City Council at their May 20 meeting. The City Council approved the rejection of the bids and asked staff to develop a new RFP based on their desired change in

scope for the project.

A new RFP was developed based on the information the City Council requested be added to the scope of the project including the following: a bid alternate for an accessible swing, the requirement of pour in place surfacing for all accessible features, and an increase in budget for the project by \$20,000. Based on the extensive feedback received already and the Council's direction on moving this project forward--staff have elected to disband the subcommittee and develop a staff committee to narrow down the projects to three for the Parks and Recreation Commission to review. In addition, staff have elected not to engage the community again on this project.

With rebidding this project, the new playground installation will occur in the Spring of 2026.

**Fiscal and Resource Impact:**

The new budget for this project, included in the Request for Proposals (RFP), was a not to exceed amount of \$200,000 for the base bid.

**Attachments:**

1. Ivy Hills RFP after Rejection 062525

**Item Relation to Commission Guiding Principles:**

Active Recreation Facilities for All



# **City of Mendota Heights**

## **REQUEST FOR PROPOSALS**

### **IVY HILLS PARK PLAYGROUND REPLACEMENT**

**645 Butler Avenue**

**Mendota Heights, MN 55118**

**PROPOSAL DEADLINE: August 28, 2025 • 10:00am**

Released: July 16, 2025

## **Section 1: General Information**

### **1). Contract Administration**

All correspondence regarding this Request for Proposals (RFP) and the proposed services must be addressed to:

Meredith Lawrence, Parks and Recreation Director/Assistant Public Works Director  
City of Mendota Heights  
1101 Victoria Curve  
Mendota Heights, MN 55118  
Phone: 651-255-1354  
Email: [mlawrence@mendotaheightsmn.gov](mailto:mlawrence@mendotaheightsmn.gov)

Submission must be sent by email. One hard copy PDF of the proposal and any relevant attachments (including a display poster board) should be sent to the mailing address above and be received prior to the proposal deadline.

### **2). Tentative Timeline**

Due Date: 10:00am on August 28, 2025 (includes both digital and physical submission)

Review by Parks and Recreation Commission on or before October 14, 2025

City Council Approval of Project on or before October 21, 2025

Notification of Award on or before October 24, 2025

Playground should be installed as soon as possible after signed contract.

### **3). Acceptance of Proposals Contents**

The contents of this RFP and the proposal will become contractual obligations if a contract ensues. Failure of the consultant to meet these obligations may result in cancellation of the award. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13—Minnesota Government Data Practices Act. By submitting a proposal, notwithstanding the provisions of Minnesota Statutes § 13.591, subd. 3(b), Respondents acknowledge that their proposals will be made public in their entirety to further the vital decision-making process included in the consideration of proposals. By submitting a proposal, Respondents consent to this data disclosure and waive any claim against the City of Mendota Heights regarding the disclosure of the data pursuant to Minnesota Statutes § 13.08.

## **Section 2: Project Overview**

### **1). Project Overview and Purpose**

The purpose of the RFP is to obtain site plan design and quotes to include demolition and disposal of current playground equipment, any necessary sitework, an expanded container, playground equipment, inclusive play features, poured-in-place rubber and engineered wood fiber surfacing including installation for the playground site at Ivy Hills Park, 645 Butler Avenue, Mendota Heights, MN 55118. The Parks and Recreation Department is challenging Respondents to use their professional expertise and creativity to develop a unique play structure.

### **2). Owner**

The City of Mendota Heights is the Owner. All work shall be on public property. The contractor shall, at all times, confine operations to stay within the limits of the property. Any repairs or restorations

required outside the property limits due to the contractor's carelessness shall be repaired by the contractor at their expense.

## **Section 3: Proposals**

To be considered, each Respondent must submit a complete response to this RFP, using the format provided. The proposal must be signed in ink by an official authorized to bind the submitter to its provisions. The proposal must include a statement as to the period during which the proposal remains valid. This period must be at least one hundred forty (140) days from the due date for this proposal. Respondents shall include one digital and one hard copy of their proposal document. Respondents may submit up to two proposals/designs.

### **1). Specifications**

- A. The structure shall meet and comply with all current ADA Legislation and ASTM F1487 and include demolition and disposal of current playground equipment (options of reuse off-site of existing equipment should be noted in proposal), any necessary sitework, an expanded container and playground footprint, playground equipment with inclusive features, poured-in-place rubberized and engineered wood fiber surfacing including installation for the playground site.
- B. All equipment must meet age-related design criteria suitable for 2-5-year olds and 5-12 year olds and be IPEMA certified.
- C. The recycled wood timber container expansion must be included to meet the design of the updated enclosure attached and match the color and style of the existing container timbers to remain. The existing container does not need to be completely replaced but must have portions replaced to ensure it meets ADA requirements and safety standards. It is anticipated that the existing container timbers to be replaced will be salvaged from the existing infrastructure; however, container replacement may require select timbers to be furnished by the contractor if salvaged timbers are deemed unusable or are insufficient to meet any modified measurements of the container.
  - a. To allow for adequate playground access space meeting current ADA requirements for a pedestrian ramp, the existing bituminous surface access shall be removed and replaced with a concrete pedestrian ramp. Bituminous surface removal limits shall be limited to only what is necessary to remove to achieve ADA compliance within the pedestrian ramp but may require removals up to the connecting trail system through Ivy Hills Park.
- D. The City requires Respondents to include the following features when developing renderings:
  - a. At least five swings that may include any of the following types:
    - i. Parent/child swing
    - ii. Belt swings (minimum of 2)
    - iii. Toddler swing
    - iv. Multi-user swing or arch swing with sensory seat
  - b. A merry-go-round or similar feature that an individual can fully utilize without transferring from a wheelchair
  - c. A dramatic play element
  - d. A communication board
  - e. At least two slides
  - f. At least two vinyl coated steel benches with backs anchored in the ground within the container area. Retaining and reinstalling the two existing blue playground benches is acceptable. If new vinyl coated steel benches are selected for use, the two existing blue playground benches shall be removed from the site.

- g. Poured-in-place surfacing shall be included to access all-inclusive features. Engineered wood fiber surfacing shall be utilized through the remainder of the playground container.
- E. Respondents are required to include in their playground design features that provide opportunities for improved balance, coordination, upper body strength, lower body strength and imagination for users of all ages (monkey bars, pull-up bars, large slides).
- F. Wear pads must be installed below the bottom of slides and swings.
- G. The playground container is currently 3,815 square feet. The new playground will be increased to 4,472 square feet. The attached map outlines the container space available for expansion in green and pink.
  - a. Expansion of the northeast section of the playground container is anticipated to require saw cutting and removal of a portion of the existing concrete pad used for bicycle storage and trash collection to better align the container's perimeter with the adjacent trail system. The anticipated concrete removal limits can be seen on the attached playground map.
  - b. It is not a requirement that the sandbox remains. Thus, Respondents are welcome to propose using that space for different features within the playground design.
  - c. Respondents have the option to show creativity in response to the container's contents and/or shape. Due to in place infrastructure, expansion to the southwest is prohibited. Any additional expansions beyond that shown should not infringe within the drip line of existing trees.
- H. The site shall have signage information provided appropriate to the structure/area. If signage includes photos of individuals, the photo must include a diverse group of users.
- I. All plastic and coating products must be UV and color stabilized to resist fading.
- J. Supplier must be able to provide a tool kit for fasteners, parts manual (both hard copy and electronic) and a touch up paint kit for all structure colors.
- K. All parts must have a corrosion resistant finish and be capped on the top end.
- L. All metal decks must be manufactured from sheet steel conforming to ASTM specification A-569 and be finished with a vinyl coating.
- M. All connecting hardware used must be zinc plated or stainless steel, free of protrusions, vandal resistant and have a tamper proof design. A service kit for tamper proof fasteners must also be provided.
- N. The color pallet for the playground is requested to portray bright colors.
- O. ALTERNATE A – In lieu of the merry-go-round or other feature for wheelchair use without an individual transferring from their chair, an inclusive swing shall be identified for both space and cost. This alternate shall be allowed to exceed the identified playground budget limitation and shall include the deduction price of the alternate wheelchair inclusive feature.

## **2). Submission Requirements**

Each of the following items shall be considered an integral part of the contractor's proposal and shall be submitted to the City on or before the date and time as stated:

1. One copy of a completed and signed Proposal Form.
2. A list of all base materials
3. A list of all equipment included in the plans, with quantities.
4. One display board to be used for in-person engagement meetings
5. One copy of a play area equipment layout drawing to scale showing layout, safety zones, accessibility, border and outside dimensions.
6. One bound notebook or plan size sheet of all components and features specific to the project.
7. One complete copy of all warranty information.
8. The contractor shall indicate all deviations from the specifications.

9. Provide a letter from the manufacturer or an independent consulting firm stating all equipment meets the current ASTM F1487 standards
10. Estimated timeline for construction.
  - a. The installation of the entire playground must be completed by paid professional staff. Any deviation from the use of paid professional installers must be approved by the Parks and Recreation Director.
11. Documentation that all equipment quoted is covered by product liability insurance.

### **3). Project Budget**

The fee proposal must not exceed \$200,000 and must include all elements associated with the project, including procurement of all documents, demolition of existing equipment, new container materials and installation for area of expansion, installation of replacement recycled wood timbers in areas where unsafe, surfacing, structures, delivery, installation, construction permits, taxes and service charges. Each firm is requested to provide the maximum amount of play activities for that fee.

### **4). Proposal Receipt**

Proposals must arrive at the Mendota Heights City Hall, 1101 Victoria Curve, Mendota Heights, MN 55118 on or before 10:00 AM on Thursday, August 28, 2025.

## **Section 4: Playground Regulatory Compliance**

Each playground proposal must meet the following regulatory compliance requirements:

1. All equipment provided and all areas around and between equipment must comply with the most current Consumer Product Safety Commission (CPSC) guidelines and The American Society for Testing and Material (ASTM) standards. It is the responsibility of each bidder and manufacturer to be aware of these guidelines. Please list all deviations where your proposal does not comply and explain each in detail when submitting the proposal. Equipment that requires intensive labor measures or modifications, after installation, such as the cutting of bolts, to bring equipment into conformance with CPSC and ASTM will not be accepted. As recommended by CPSC, a project specific maintenance manual shall be provided at the end of the project.
2. The entire playground must meet the current requirements of the Americans with Disabilities Act and ASTM F1487.
3. All equipment must be IPEMA certified.
4. All surfacing materials must meet current CPSC guidelines, ASTM F1951 and ASTM F1292 standards, as well as be IPEMA certified.
  - a. Once installation is complete on all equipment, the supplier must provide a formal safety audit of the installed equipment. The audit must document that equipment meets all current standards listed above. Final payment for the structure, payment for base materials and installation will not be processed until after the safety audit inspection and document has been completed and delivered from a certified playground inspector. CPSI documentation must be included.

## **Section 5: Proposal Selection**

Responses to this RFP will be evaluated based on the following process:

1. Staff will review the firm's response to the RFP and determine if the proposal meets all criteria for consideration.
2. A Parks and Recreation staff subcommittee will narrow down the complete proposals to the top three designs to be reviewed by the Parks and Recreation Commission.

3. The Parks and Recreation Commission will review the top three playground renderings determined by the staff subcommittee and make a recommendation to the City Council on the desired playground for the park.
4. City staff will present the Parks and Recreation Commission's recommendation to the City Council for a final decision.

### **1). Award of Contract**

The City of Mendota Heights will award one contract for this entire project to the Respondent who submits a proposal that meets all performance and required criteria as set forth by this RFP.

## **Section 6: Proposal and Project Terms and Conditions**

The following terms and conditions apply to this RFP and to the Project:

1. The City of Mendota Heights is not liable for any cost incurred by the prospective firms prior to the signing of the contract.
2. The contents of this proposal will become contractual obligations if a contract ensues. Failure of the selected consultant to accept these obligations may result in cancellation of the award.
3. The City of Mendota Heights reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the City's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.
4. The city assumes no responsibility or liability for costs incurred by Respondents prior to the submission of a proposal. Total liability of the City of Mendota Heights is limited to the terms and conditions of this RFP.
5. The successful Respondent will be required to furnish appropriate certificates of insurance as part of the final contract negotiations.
6. The contractor shall pay all sales, consumer, use and other taxes required to be paid by them in accordance with the law of the place where the work is to be performed.
7. The contractors shall provide and maintain all necessary temporary enclosures and barricades to adequately protect the work and materials from the elements and persons not involved with construction. The contractor shall remove all temporary enclosures, barricades and fences upon completion of the work.
8. The contractor shall provide for and be responsible for protection of existing pavements, utilities, fencing, etc. In general, all existing materials, surfaces, sod, etc., to remain which are affected by the work shall be repaired and restored to an original and functional condition.
9. Before making any shipment of materials to the site, the contractor shall ascertain whether the site is in a condition to receive the shipment. Where this provision is neglected and material is delivered to the site when the latter is not in condition to receive it, such materials shall be properly stored elsewhere at the contractor's expense and adequate insurance coverage provided for off-site storage.
10. The contractor shall provide storage as required to protect and preserve all materials stored at the site. Materials are not to be stored directly on the ground. Storage of materials is to be confined to areas designated by the City. The city will not sign for or be responsible for materials delivered to the site.
  - a. Equipment delivered early will not be paid in full. Full payment of structure and installation will be paid when installation is complete and a compliance audit has been received.



11. Working hours shall be from 7:00am- 8:00pm on Monday-Friday and 9:00am-5:00pm on Saturday and Sundays.
12. All work areas shall be returned to a condition equal to or better than was in existence at the beginning of the project. All construction debris, including excavated soil, shipping materials including cardboard, pallets, etc. shall be removed and disposed of in a manner satisfactory to the City.