

**CITY COUNCIL
COMMUNICATION:**

03-161

AGENDA:

APRIL 7, 2003

SUBJECT:

CONSTRUCTION BID
FOR LAUREL HILL
MAINTENANCE
FACILITY

TYPE:

RESOLUTION
ORDINANCE
RECEIVE/FILE

SUBMITTED BY:

DONALD M. TRIPP
PARK AND
RECREATION
DIRECTOR

JEB E. BREWER, P.E.
CITY ENGINEER

ITEM _____

**OFFICE OF THE CITY MANAGER
CITY OF DES MOINES, IOWA**

SYNOPSIS —

Authorize bids for the construction of a replacement Park Zone Maintenance Facility at Laurel Hill Cemetery. The facility will combine the work places of the horticulture, park services, cemetery, and levee maintenance operations for the City's East Maintenance Zone and allow for additional equipment storage to keep expensive equipment out of harsh weather conditions.

FISCAL IMPACT —

The estimated project cost for the base bid is \$585,000, which includes the central maintenance building and eight covered equipment storage spaces. In addition to the base bid, bid alternates for ten additional covered storage spaces and site paving will be bid. Funding, in the amount of \$625,000, is available in the Cemetery construction account (CP040/PKS990000/PKS138)—\$375,000 and Park Building Improvements (CP040/PKS990000/PKS143)—\$250,000. Bid alternates will be evaluated after bids are tabulated based on the amount of funding available between the actual low bid and the total funding available.

RECOMMENDATION —

Approval.

BACKGROUND —

On July 22, 2002, by Roll Call No. 02-1808, the City Council approved a contract with Sinclair Architects to provide architectural design services for a new Parks and Cemetery Maintenance Facility to be located at Laurel Hill Cemetery. The facility will be occupied by the East Zone Horticulture and Park Services crews, Laurel Hill Cemetery maintenance crew, and a levee maintenance crew. The East Zone Horticulture and Park Services staff will be relocated from the Grandview Golf Maintenance Facility. The Grandview Facility will eventually be renovated and utilized to store all equipment currently used on the Grandview Golf Course.

The construction of this new Parks and Cemetery Maintenance Facility will be the first of five planned maintenance facilities to be

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constructed or renovated. When these buildings are completed, the total number of park maintenance facilities will have been reduced from 11 to eight. Three of the four current Park Zone Maintenance Facilities located at Grandview, Greenwood, Ewing, and Union Parks were built in the 1930's and 1940's. The fourth was built in the 1950's. They do not provide adequate work or storage space and are in need of building infrastructure improvements. None meet all current building or accessibility codes. The size and cost of high-production mowing and maintenance equipment has increased substantially over the past ten years. Adequate storage facilities and heated workspaces are needed to protect the equipment from winter weather conditions and to allow staff to perform routine equipment maintenance. Staff surveys have shown that improved working conditions will have a very positive impact on productivity. Existing restrooms, break-rooms, and other employee facilities are presently substandard.

The new Laurel Hill Maintenance Facility will consist of 2,304 square feet of common and administrative space; 5,264 square feet of heated work and storage space; 1,881 square feet of enclosed unheated storage space; and 2,806 square feet of covered carport type equipment storage space.

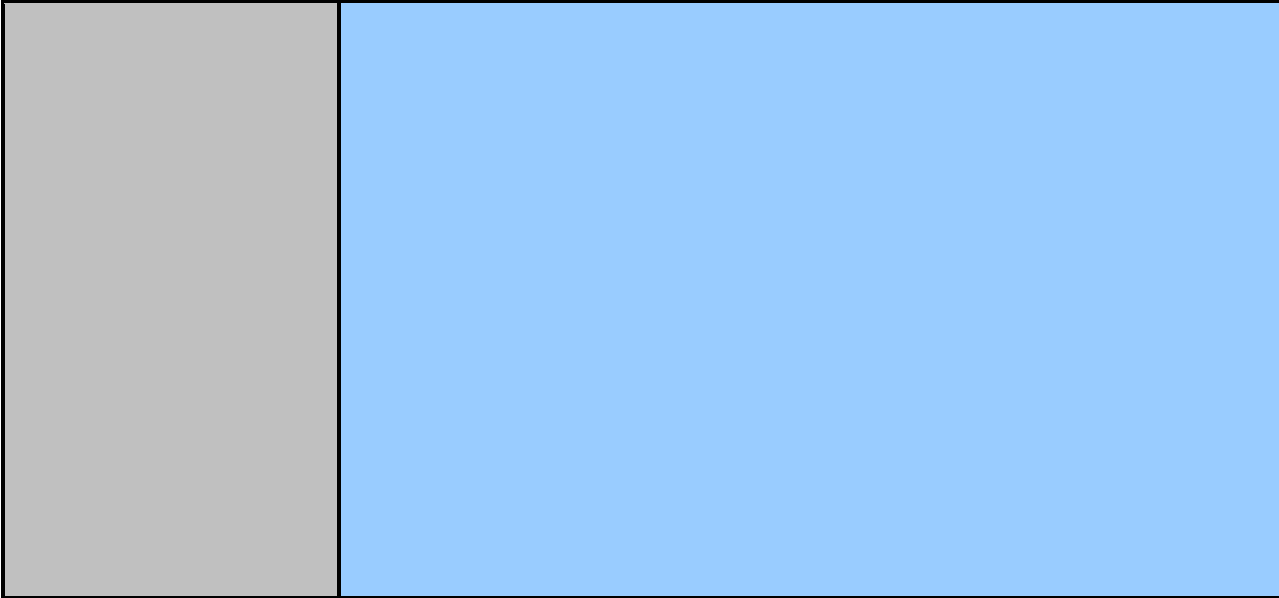
The Laurel Hill Maintenance Facility will provide:

- A work place for 12 full-time and eight part-time employees.
- Enclosed and covered storage space for 42 pieces of equipment with a replacement value of \$588,000.
- Improved security to eliminate occurrences of theft and vandalism. The value of theft and vandalism over the past five years in the East Zone exceeds \$7,800, not including lost productivity due to down time.

Attachment A to this document outlines the maintenance responsibilities of each of the crews assigned to the facility, and the work and storage space to be utilized by each crew.

Park and Recreation Department staff conducted two public meetings with interested neighbors and the general public. The site plan and building graphics were approved by the neighbors and public at the second public meeting.

Attachment



ATTACHMENT A

LAUREL HILL MAINTENANCE FACILITY

The Park and Recreation staff utilizing the Laurel Hill Maintenance Facility is in the Park and Recreation Department's East Horticulture Division, and consists of a Horticulture Maintenance Crew, a Park Services Crew, a Cemetery Maintenance Crew, and a Levee Maintenance Crew.

HORTICULTURE MAINTENANCE CREW

The four full time staff and two seasonal staff of the East Horticulture Maintenance Crew are responsible for the following:

- Turf and landscape maintenance for 27 parks consisting of approximately 500 acres.
- Turf and litter maintenance of 18 traffic islands and medians consisting of approximately 10 acres.
- Turf maintenance for three community centers, one library and two City properties.

The Laurel Hill Maintenance Facility will provide the Horticulture Crew with the following workspaces:

- 10'x10' office space for a Senior Horticulture Technician.
- Heated work bay for daily routine and minor equipment maintenance such as: lubrication, sharpening mower blades, changing mower attachments, adjusting mowers, installing and removing equipment cabs, and cleaning equipment.
- Secured and limited access storage room for the storage of hand tools, weed trimmers, push mowers, leaf blowers, irrigation parts, sprayers, pumps, spare mower blades, water hoses, and some seeding materials.
- Covered and enclosed storage spaces for ten pieces of equipment including large mowers and vehicles.

PARK SERVICES CREW

The one full time and three seasonal employees in the East Recreation Services Zone are responsible for:

- The twice daily cleaning of 11 park restrooms.
- Daily cleaning of ten rental shelters and cabins.
- Annual startup, shutdown, and daily maintenance of five wading pools.
- Annual startup, shutdown, and daily operation and maintenance of Teachout Aquatic Center.
- Maintenance of playground equipment in 20 parks.
- Litter pickup in all parks in the East Zone.
- Minor maintenance of park buildings and restrooms.
- Snow removal around park buildings.

The Laurel Hill Maintenance Facility will provide the Recreation Services staff with the following spaces:

- 10'x10' office space for one Park Technician.
- Heated work bay for maintenance work associated with playground equipment, pumps, park furniture, and snow removal equipment.
- Secured and limited access storage room for the storage of hand tools, small equipment, cleaning supplies and equipment, commodities such as trash bags, restroom tissue, snow melt, and light bulbs.
- Covered and enclosed storage space for two vehicles.

CEMETERY MAINTENANCE CREW

The four full time maintenance staff and two seasonal staff at Laurel Hill Cemetery are responsible for:

- Excavating and closing approximately 200 burial sites annually during all seasons.
- Constructing head stone foundations, and setting monuments.
- Mowing and trimming the cemetery.
- Snow removal at burial sites for burial services.
- Seeding or sodding of burial sites.
- Hauling soil material to and from burial sites.
- Landscape maintenance.

The Laurel Hill Maintenance Facility will provide the Laurel Hill Cemetery maintenance crew with the following spaces:

- 10'x10' office space for one Cemetery Maintenance Leader.
- Heated work bay for daily routine and minor equipment maintenance such as: lubrication, sharpening mower blades, changing mower attachments, adjusting mowers, installing and removing equipment cabs, and cleaning equipment.
- Secured and limited access storage room for the storage of hand tools, weed trimmers, leaf blowers, sprayers, and hydroseeding materials.
- Covered and enclosed storage space for 18 pieces of equipment including a backhoe, mobile air compressors, tractor loader, mowing equipment and vehicles.

LEVEE MAINTENANCE CREW

The three full time staff and two seasonal staff of the Levee Maintenance Crew are responsible for:

- Turf maintenance of 120 acres of levees, 100 acres of vacant lots; turf islands, undeveloped right of ways and bridge heads of approximately 40 acres; and 100 plus miles of alleys.
- Litter, trash, and brush pickup and hauling in all turf areas.
- Snow plowing at the Civic Center, Nollen Plaza, Central Library, First Street, and all City bridge sidewalks.

The Laurel Hill Maintenance Facility will provide the Levee Mowing Crew with the following workspaces:

- 10'x10' office space for one Senior Horticulture Technician.
- Heated work bay for daily routine and minor equipment maintenance such as: lubrication, sharpening mower blades, changing mower attachments, adjusting mowers, installing and removing cabs, and cleaning equipment.
- Secured and limited access storage room for the storage of hand tools, weed trimmers, sprayers, spare parts, and some seeding material.
- Covered and enclosed storage spaces for 14 pieces of equipment including hillside mowers, tractor mowers, a batwing mower, and vehicles.