



WILDWOOD

January 24, 2023

MEMORANDUM

To: Planning and Parks Committee Members

From: Department of Planning and Parks

Re: **Bid Process for Hardcourt Area in Community Park (Ward One)**

Cc: The Honorable James R. Bowlin, Mayor
Steve Cross, City Administrator
Rick Brown, P.E. and P.T.O.E., Director of Public Works
Melanie Rippetoe, Assistant Director of Planning and Parks
Travis Newberry, Senior Planner
Kristin Naeger, Superintendent of Parks and Recreation
Stacy Chanski, Recreation Specialist

BACKGROUND >>> During much of 2022, this Committee has been planning and designing for a hardcourt area within Community Park. This planning and design process has gone through a number of changes to create the optimum facility for residents of the City. Ultimately, the Committee agreed upon a design that included the following items: (1.) four (4) pickle ball courts; and (2.) one (1) tennis court, which can be converted to two (2), half-court basketball courts. Along with this active facilities, the design includes parking accommodations, pedestrian facilities, and stormwater management improvements. At the last meeting where the set of plans were presented to the Committee Members, they were approved for bidding purposes.

SUMMARY AND NEXT STEPS >>> The Department has contacted the designer of this facility and, in conjunction with this consultant, have developed the following schedule for the upcoming bid process:

1. **January 26, 2023** – Final plans and specifications are advertised for bidding purposes.
2. **February 14, 2023** – Bids from contracting community are due and opening will occur of them for awarding purposes.
3. **February 21, 2023** – Bid information submitted to the Planning and Parks Committee for consideration and recommendation.
4. **March 13, 2023** – Recommendation of Planning and Parks Committee presented to City Council, with legislation prepared for a contract with desired company.

5. **April 2023** – Contract documents are finalized and signed by the parties, based upon the legislation that is noted above.
6. **May 2023** – Work can be authorized on this new active use facility in Community Park.

This timeline is for consideration by the Committee and any suggestions or changes to it are welcome.

CONTACT INFORMATION >>> If any of the Committee Members should have questions or comments before tonight's meeting, please feel free to contact any of the Department of Planning with them at (636) 458-0440. A presentation is planned on this matter at tonight's meeting. Thank you for your review and input on this information.