

Roseville Parks and Recreation
Commission Meeting
Tuesday, August 7, 2012
8:00 P.M.

****Note late start due to Community Night to Unite**

Roseville City Hall
2660 Civic Center Drive

AGENDA

1. Introductions/Roll Call/Public Comment Invited
2. Approval of Minutes of June 6, 2012 Meeting
3. Review Joint City Council/Commission Meeting
4. Park and Recreation Renewal Program
5. Staff Report
6. Other
7. Adjournment

Roseville Parks and Recreation
"Building Community through People, Parks and Programs"
www.ci.roseville.mn.us

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For more information, call Roseville Parks and Recreation at 651-792-7006
or check our website at www.cityofroseville.com
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MEMORANDUM

To: Parks and Recreation Commission
From: Lonnie Brokke
Date: July 25, 2012
Re: Notes for Commission Meeting on **Tuesday, August 7, 2012**
(Note late start due to Night to Unite)

1. **Introductions/Public Comment Invited**

Commissioners and staff will be introduced. Public participation and public comment is encouraged.

2. **Approval of Minutes of the June 6, 2012 Meeting**

Enclosed is a copy of the minutes of June 6, 2012. Please be prepared to approve or amend.

Requested Action: Approve/amend minutes of the meeting of June 6, 2012.

3. **Discuss Joint City Council/Commission Meeting**

Your joint meeting with the City Council was Monday, June 18, 2012. Please review the enclosed minutes and be prepared to discuss next steps.

Requested Commission Action: Review minutes and discuss next steps

4. **Park and Recreation Renewal Program**

On June 17th the Responsible Governance for Roseville Group's petition for review was denied by the Supreme Court, therefore, the Park and Recreation Renewal Program (PRRP) will move forward. The program is anticipated to move forward holistically and systematically with community suggestions and input along the way.

The first step in the process is to secure a lead consultant. A Request for Proposals (RFP) was released on July 25th with an anticipated award date of October 4th. Enclosed is a copy of the RFP and the cover letter outlining the general services, process and timeline. Commissioner Dave Holt has agreed to be a part of the evaluation team for the selection process.

Included in your packet is a copy of the October, 2011 draft recommendations from the Natural Resources and Trails Work Group. This document will be used as a working guide along with the Natural Resources Plan and the Master Plan. Commissioner Doneen and staff will be prepared to discuss this further with you at the meeting.

A renewed discussion about property acquisition has occurred with the Mounds View School District (adjacent to Autumn Grove Park) and the owner of the former Press Gym (adjacent to Rosebrook Park).

Requested Action: Discussion

5. **Staff Report**

6. **Other**

7. **Adjournment**

ROSEVILLE PARKS AND RECREATION COMMISSION
MINUTES OF MEETING OF JUNE 6, 2012
ROSEVILLE HARRIET ALEXANDER NATURE CENTER ~ 6:30PM

PRESENT: Boehm, Diedrick, Etten, D. Holt, M. Holt, Ristow, Simbeck, Wall

ABSENT: Azer and Doneen contacted staff with excused absence

STAFF: Brokke

1. INTRODUCTIONS/ROLL CALL/PUBLIC COMMENT

None

2. APPROVAL OF MINUTES – MAY 1, 2012 MEETING

Minutes of the May 1, 2012 meeting were approved unanimously with one spelling correction. Commissioner Wall pointed out that the name of consultant Ron Leaf was misspelled.

3. DISCUSS JOINT CITY COUNCIL/COMMISSION MEETING

An e-mail from Commissioner Doneen outlining his thoughts on the agenda was distributed.

Chair Etten introduced the topic of the joint City Council/Parks and Recreation Commission meeting with the expectation of 30-40 minutes to share recent achievements and upcoming areas of interest. The draft memo prepared for the May meeting was refined and revisited. Topics were discussed, confirmed and Commissioners were assigned the following areas to guide:

1. Review of the Past Year

- a. Master Plan Implementation (D. Holt)
- b. Park Dedication (Simbeck)
- c. EAB (Doneen)

2. 2012 – 2013 Topics of Discussion

- a. Park and Recreation Renewal Program
 - 1. Moving Forward (Etten)
 - 2. Community Volunteers (M. Holt)
 - 3. Pathway Plan in conjunction with Public Works (Diedrick)
 - 4. Grants and partnerships (Wall)
- b. Capital Improvement Program (Etten)
- c. Park Improvement Program (Etten)
- d. Park Board/Park District (Simbeck)
- e. Local Option Sales Tax (Ristow)

A primary goal of the meeting will be to discuss a future work plan and gather guidance and direction from the City Council.

4. PARK & RECREATION RENEWAL PROGRAM

Chair Etten reviewed the recent litigation developments. Specifically that on Wednesday, May 23, 2012 the Responsible Governance for Roseville's Petition for Review was filed. This means that the City cannot enter into any commitments to spend the bond proceeds until the Supreme Court considers whether or not to hear the case. It is anticipated that on June 19th or June 27th we will know whether the case will be heard or not. At this point we are waiting, with no future meetings or projects scheduled.

Staff informed the Commission that work with ASU to prepare the lead consultant Request for Proposal (RFP) is continuing in order to be ready to issue when appropriate. Caution is being taken on how much to engage ASU now because of the limited amount of work to do at this time and the

need to have them available for the duration of the Park and Recreation Renewal Program (PRRP). ASU is fully aware of our situation and are understanding and agreeable to our approach.

5. DIRECTORS REPORT

- Brokke updated the Commission and Community on the following items:
 - The annual spring dance recital will take place at the Roseville Area High School this weekend, June 8, 9 and 10 with over 300 participating.
 - Summer staff training will occur the week of June 11, 2012 with 48 coaches and leaders, 41 Leaders in Training and 9 maintenance staff.
 - The Summer Spectacular Playground and Youth Sports Program will begin Monday June 18th. Each youth participant will receive a packet with promotional materials for Roseville Special Events and information.
 - There is a new Roseville Parks and Recreation blog at: randomactsofrecreation.blogspot.com to show weekly updates each Friday beginning with a June 15th posting that will feature the summer recreation staff. Julia Jacobson, former Youth Commissioner and Master Plan Citizen Advisory Team Member is the feature writer.
 - Discover Your Parks will begin June 20th with the first site being Bruce Russell Park. A signup sheet was sent around for Commissioners to sign up when they are available. The Human Rights Commission Civic Engagement Committee will have a table at each one to provide nextdoor.com information.
 - The Friends of Harriet Alexander Nature Center Pig Roast Fundraising Event is scheduled for Thursday, June 7th at the Roseville Skating Center.
 - Due to popular request, Cedarholm Golf Course has leased 6 golf carts, on a trial basis, that are available for rent.

6. OTHER

- Ristow commented that pursuing a local option sales tax could allow us to begin talking about a Community Center.
- Diedrick thanked D. Holt for his opinion article in the Roseville Review indicating that is was very well written. She also commented that there are residents who support the efforts of Parks and Recreation who don't always speak up.
- Etten reminded Commissioners of the June 18th joint meeting with the City Council, to be there by 6 p.m. and to wear their Commission shirts. He also put out a reminder that there will be no July meeting; next meeting will be August 7th.

7. ADJOURNMENT

Meeting adjourned at 8:00 p.m.

Respectfully Submitted,
Lonnie Brokke, Director

City Council

City Council Meeting Minutes

June 18, 2012

Closed Executive Session

Roll Call

Mayor Roe called the meeting to order at approximately 5:05 pm.

Roll Call included: Johnson, Willmus, and Roe.

Johnson moved, Willmus seconded, going into closed executive session to discuss labor negotiations and also pending litigation, subject to attorney-client privilege, in accordance with MN Statutes section 13d. The pending litigation case to be discussed was: City of Roseville v. Xtra Lease.

Roll call:

Ayes: Johnson, Willmus, and Roe

Nays: None

Councilmember McGehee arrived at approximately 5:10 pm.

Mayor Roe convened the City Council in Closed Executive Session at approximately 5:10 pm. The closed session included City Manager Malinen, City Attorney Mark Gaughan, and Attorney Eric Quiring of Ratwick, Roszak, and Maloney, representing the City in the Xtra Lease matter.

Councilmember Pust arrived during the closed session, at approximately 5:15 pm.

Johnson moved, McGehee seconded, adjourning the closed executive session and returning to open session at approximately 6:20 p.m.

Roll Call:

Ayes: Pust, McGehee, Johnson, Willmus and Roe

Nays: None

Mayor Roe re-convened the City Council in Open Session at approximately 6:30 pm and welcomed everyone. (Voting and Seating Order for June: Willmus; Johnson; Roe; Pust; and McGehee). City Attorney Mark Gaughan was also present.

1. Roll Call

Mayor Roe re-convened the City Council in Open Session at approximately 6:20 pm and welcomed everyone. (Voting and Seating Order: Willmus; Johnson; Roe; Pust; and McGehee). City Attorney Mark Gaughan was also present.

2. Approve Agenda

Johnson moved, Willmus seconded, approval of the agenda as presented.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

3. Public Comment

Mayor Roe called for public comment by members of the audience on any non-agenda items. No one appeared to speak at this time.

4. Council Communications, Reports, Announcements and Housing and Redevelopment Authority (HRA) Report

Councilmember Johnson advised that Northwest Youth and Family Services, for which he is the Roseville City Council Liaison, had recently entered into an agreement extending services for families and at-risk youth in the White Bear Lake area.

Mayor Roe reminded citizens of the upcoming RoseFest activities and encouraged them to find additional information through City Hall, the City's website or local media covering the numerous events.

5. Recognitions, Donations, Communications

6. Approve Minutes

Comments and corrections to draft minutes had been submitted by the City Council prior to tonight's meeting and those revisions were incorporated into the draft presented in the Council packet.

a. Approve Minutes of May 21, 2012 Meeting

Corrections:

Councilmember McGehee advised that she and Councilmember Willmus had consulted on her suggested revisions to the meeting minutes, and she had subsequently provided her personal clarifications; and would provide them to City Manager Malinen following tonight's meeting.

Mayor Roe summarized those revisions to pages 14, 15, 17, 18, as well as to pages 25 and 40, with copies of the revisions from Councilmember McGehee provided as a bench handout

Mayor Roe reviewed grammatical revisions on page 9, returning the proposed change from "were indicated," to "was indicated." While opining that the change indicated on page 10 was not necessary, since it was insignificant, Mayor Roe noted the revision could stand. On page 15, line 7, Mayor Roe suggested changing the language from "break" or "jeopardize" to state that "...the proposed development **[did not exceed impacts analyzed in]** that document..."

Councilmember McGehee noted that on page 24, she had

deleted lines 30-32.

Pust moved, McGehee seconded, approval of the minutes of the May 21, 2012 meeting as amended; and with the additions provided by Councilmember McGehee via her Memorandum dated June 18, 2012 as an addendum to the meeting minutes, attached hereto and made a part hereof.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

As a general comment regarding meeting minutes and their purpose, Mayor Roe noted that his philosophy was that the Recording Secretary provided a general record of the discussion, which may summarize individual comments, or include more specific references or remarks of individual comments to capture them. Mayor Roe advised that, in his review of the draft meeting minutes, his goal, when taking that intent into consideration, was to look for inaccuracies and ensure that the minutes reflected the discussion. Mayor Roe asked that individual Councilmembers take that into consideration in their review of future meeting minutes.

Councilmember McGehee advised that, after her discussions with Councilmember Willmus, she chose to include the clarifications she had made to her comments; and advised that she would submit them separately to the City Manager.

b. Approve Minutes of June 11, 2012 Meeting

In his review of Councilmember McGehee's comments, Mayor Roe advised that he concurred with her suggestions.

McGehee moved, Willmus seconded, approval of the minutes of the June 11, 2012 meeting as presented.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

7. Approve Consent Agenda

At the request of Mayor Roe, City Manager Bill Malinen briefly reviewed those items being considered under the Consent Agenda.

a. Approve Payments

Willmus moved, McGehee seconded, approval of the following claims and payments as presented.

ACH Payments	\$936,383.84
66371 – 66599	179,493.83
Total	\$1,115,877.67

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

b. Approve Business Licenses

Willmus moved, McGehee seconded, approval of license applications for the following applicants:

Applicant / Location	Type of License
Mind, Body & Soul Wellness; 2201 Lexington Avenue N	Massage Therapist Establishment
Rainbow Roods; 1201 Larpenteur Avenue W	Cigarette/Tobacco Products
Amarose Convenience Store; 1585 Highway 36W, #245	Cigarette/Tobacco Products
Al's Billiards; 1319 W Larpenteur Avenue	Pool/Billiards
Petco; 2575 N Fairview Avenue	Veterinarian Exam & Inoculation Center
Al's Billiards; 1319 W Larpenteur Avenue	Amusement Device

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

c. Approve General Purchases and Sale of Surplus Items Exceeding \$5,000

None.

d. Authorize Acceptance of Cost-Share Funds for Fairview Area Drainage Improvements Project

Willmus moved, McGehee seconded, acceptance of cost-share funds from the Rice Creek Watershed District in the amount of \$48,756 for the Fairview Area Drainage Improvements Project.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

Councilmember McGehee thanked staff for their work in resolving some of these storm water issues throughout the community.

Mayor Roe noted that the drainage problems in this area had been brought to the City's attention by residents, and expressed his appreciation that a solution was being pursued, even if it was unfortunately a bit late in light of last year's major rain event.

e. Approve Cobalt Settlement

Willmus moved, McGehee seconded, approve the Cobalt REIT II, et al Settlement Agreement (Exhibit B) as presented; amended by City Attorney Gaughan to authorize the City Attorney's Office

to execute and process the agreement.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

8. Consider Items Removed from Consent

12. General Ordinances for Adoption

a. Approve Amendments to Sign Ordinance

City Planner Thomas Paschke briefly summarized the additional revisions and formatting changes since the City Council's last review at their May 14, 2012 meeting, as detailed in the Request for City Council Action (RCA) dated June 18, 2012.

Councilmember Willmus sought input on signs worn by individuals dressed to advertise specific businesses, particularly when at intersections, and whether there was any way to address or dissuade those types of advertisements based on potential traffic distraction concerns.

Mr. Paschke advised that this ordinance would not address those types of signage, since they would be covered elsewhere in City Ordinance (e.g. nuisances) rather than under provisions of this ordinance.

Councilmember McGehee questioned whether there were time restrictions for "Homes for Sale" (e.g. the Pulte development Lake Josephine Woods) and questioned whether that particular sign was legally correct.

Mr. Paschke advised that the Pulte sign was legally conforming to City Code; and typically those signs remained until the last lot was sold and/or construction completed, in an effort to help the development be successful.

Councilmember McGehee sought the definition of "perpetual violation;" with Mayor Roe pointing out that the definition, for the purpose of this Code, was defined in lines 283-384 of the draft ordinance. At the request of Councilmember McGehee, Mr. Paschke advised that this was indeed a problem experienced in the community.

Regarding Councilmember McGehee's questions related to election signs and their timing (page 13), Mr. Paschke advised that the proposed language for this City Ordinance referenced and mirrored the language of State Statute.

Mayor Roe noted one additional revision by staff based on previous discussions with the City Council included page 5, "General Conditions," (originally page 6, item 8) addressing "permitted," versus "prohibited" stricken and moved to Item 2,

page 5, Item b.

At the request of Mayor Roe, Mr. Paschke confirmed that the reference to "light bulb (singular), under items permitted should be changed to plural or, at Mayor Roe's suggestion to "light strings." Mr. Paschke concurred; and further advised that the clean copy, once all revisions are accepted, would be renumbered and reformatted as appropriate.

Pust moved, Johnson seconded, enactment of Ordinance No. 1425 (Attachment A) entitled, "An Ordinance Amending Title 10 of the City Code, Specifically Section 1010 Sign Regulations; **as amended to change from "light bulb" to "light bulb strings" (page 5, Section 1010.03 General Provisions, Item B.2).**"

Mayor Roe thanked staff and the Planning Commission for their work on this revised ordinance

At the request of Councilmember McGehee for a solution to cut off the allowable time for construction signs in residential areas, Mayor Roe suggested that, unless Councilmember McGehee was prepared at this time to offer an amendment to the motion currently on the table, she bring that suggestion forward for discussion at a separate time in the future.

Councilmember McGehee suggested an amendment for construction signs in residential areas to be removed once 2/3 of the property was under contract.

Mr. Paschke advised that he was unaware, in the land use area and as an industry standard, of any developments where signs were restricted or to be removed prior to the development being completed and all lots sold. Mr. Paschke noted that this provided information for residents as well as those traveling in the area attempting to locate the development, developer or contact information. Mr. Paschke advised that he was unaware, from a staff level, or any complaints received to-date on the Pulte sign.

Councilmember McGehee advised that it had been brought to her attention.

Councilmember Willmus advised that he was aware of a concern previously raised about the location of the Pulte sign; however, Pulte had moved the sign back further in response to that resident concern.

Mayor Roe reiterated that the additional concern could be brought forward at a later date if there was sufficient interest of the City Council majority.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.
Nays: None.

Pust moved, Johnson seconded, enactment of Ordinance Summary No. 1425 (Attachment A) entitled, "An Ordinance Amending Title 10, Zoning Ordinance of the City Code, Eliminating and/or Replacing in its Entirety Section 1010 Sign Regulations."

Roll Call (Super Majority)

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.
Nays: None.

b. Adopt Amendments to Rental Registration Ordinance – Group Homes

Community Development Director Patrick Trudgeon briefly reviewed a minor amendment suggested to the City's Rental Registration Ordinance as detailed in the RCA dated June 18, 2012, and specific to group homes.

Councilmember McGehee questioned if there was any consideration given to an exception in the annual fee for those in the community taking academic sabbaticals, and thus renting out their property for brief time only.

Mr. Trudgeon advised that this was not given consideration since it was a relative unknown situation to staff. However, Mr. Trudgeon noted that this would become obvious during attempts to verify, confirm, and/or update the database.

McGehee moved, Willmus seconded, enactment of Ordinance No. 1426 (Attachment A) entitled, "An Ordinance Amending Title 9 by Amending Chapter 970 of Roseville City Code Regarding Registration of Residential Rental Property of 1-4 Units;" exempting group homes from rental registration requirements and additional clarification regarding such exemptions.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.
Nays: None.

Recess

Mayor Roe recessed the meeting at approximately 7:30 p.m. and reconvened at approximately 7:35p.m.

13. Presentations

a. Parks and Recreation Commission Joint Meeting with the City Council

Mayor Roe welcomed and Commission Members were seated at the table with the City Council for this joint discussion; with Commission Members introducing themselves.

Chair Jason Etten noted that individual Commission members

would take turns detailing those agenda items and areas for discussion listed in the RCA dated June 18, 2012. Those items included a review of the past year, with Master Plan implementation; review of and increased park dedication; Emerald Ash Borer and tree inventory status and potential for a future tree master plan.

Chair Etten reviewed involvement of Arizona State University in the Best Value Procurement process as the Implementation Plan moved forward indicating future discussions specific to that.

Addition topics moving forward in 2012/2013 included ongoing efforts for a pool of community volunteers; collaborative efforts of the Commission with the Public Works, Environment, and Transportation Commission regarding the Pathway Master Plan and other efforts.

At the request of Councilmember Willmus, Commissioner Doneen clarified that the Commission considered pathways as belonging to the community, not under the auspices of the Public Works and/or Parks realm. Commissioner Doneen noted that management of those trails and natural resources was an ongoing effort of the two commissions. As an example, Chair Etten noted the safety concerns and interest of citizens with the County Road B-2 pathway corridor and connections to other pathways and trails to address those concerns.

Additional discussion included, highlighting grants and partnerships pursued by the Commission over the last year and their purpose; and Capital Improvement Program (CIP) versus Park Improvement Program (PIP) budget items and their specificity moving forward.

Further discussion included the continued partnership of the Commission as neighbors with regional watershed management groups, including incorporating those items in future work plans.

Discussion ensued regarding options, as outlined in the 2011 City Council Work Plan, related to statutory issues for development of a Park Board or Park District; as well as whether to pursue the Local Option Sales Tax, with the Council supporting continued exploration, discussion and various interpretations of such a taxing authority, and a clear understanding of that authority, the decision-making and responsibilities of such an option, and trade-offs impacting the community negatively or positively. It was noted that a Park District required legislative action; and further consideration was necessary related to the multi-jurisdictional nature of some issues.

Chair Etten advised that the Commission would continue to research each item and provide the City Council with that

information and their recommendation as applicable.

Commissioner Ristow expressed his frustration in ongoing legal expenses experienced by the City from a few “squeaky wheels” unhappy with the decision-making for the Twin Lakes Redevelopment Area. Commissioner Ristow opined that the public monies expended to defend that litigation would pay for a number of needed improvements. Commissioner Ristow expressed his personal support for a mandatory organized trash collection as another option to save taxpayer monies. Commissioner Ristow encouraged the City Council, as elected officials representing the community, to work together on broader goals to keep Roseville a “number one” community.

Councilmember Pust, with all due respect to Commissioner Ristow, defended her position specific to not voting for the park improvements based on her philosophy about the lack of a referendum, not due to any lack of support on her part for the actual park improvements. Based on that premise, Councilmember Pust clarified that she fully supported moving forward with those park improvements as outlined and prioritized.

Councilmember Pust asked what adjustments the Commission had made to reprioritize items with the delay caused by the litigation, and questioned if dealing some of those items originally prioritized would allow pathways to move higher up in priority. Councilmember Pust noted the significant support throughout the community for development of the pathway system.

While supporting the adjustment of some items, Chair Etten noted the Commission’s caution to ensure that community engagement continues as it was developed throughout the Master Plan process and into this Implementation phase. Chair Etten noted that this would provide some additional opportunities, but noted the Commission’s delay in moving some items forward to ensure that goal to engage neighbors and the community in all projects will continue, and therefore, may take more time and obviously indicated. Chair Etten advised that this may require seeking a consensus of those items more easily moved forward, with the Commission and staff continuing to look at a variety of scenarios and routine items that could be moved forward throughout the four—year implementation program schedule.

Parks and Recreation Director Brokke advised that it was the intent of the Commission to continue to educate and engage the community, whether land acquisition efforts or in building community support for pathway segments and connections.

Councilmember McGehee expressed her support of moving forward, and defended her advocacy in seeking a referendum; clarifying that her vote to not support previous City Council

action was not specific to the parks portion of the funding and the Master Plan Implementation itself, but specific to not having a referendum for large expenditures of money. Councilmember McGehee stated that she would continue to support those ordinances and policies in place, such as the one related to a limit on City Council spending at a maximum limit without a voter referendum. Councilmember McGehee expressed her resentment in characterizing her as holding obstructionist viewpoints.

Further discussion ensued regarding challenges in moving forward with the Implementation Plan with portions dependent on future community engagement and further research and planning required before their implementation, as well as defining or being ensured of funding.

Councilmember Pust suggested that a “Plan B” be put into place once litigation has been determined one way or the other.

Mayor Roe noted the need for the Commission to begin organizing long- and short-term capital and maintenance items for reallocation of them from capital to maintenance or vice versa.

Councilmember Johnson concurred, noting that the CIP Task Force was patiently waiting for word from Mr. Brokke and staff on those specifics in order to allow the Task Force to make their recommendations to the City Council. Through processing that information to the Task Force, Councilmember Johnson opined that it would allow them to better identify items for each category, since it had not yet been done due to the Master Plan process. Councilmember Johnson expressed his personal anticipation of getting that information and moving forward accordingly.

At the request of Councilmember Willmus and further clarification sought by Councilmember McGehee, Chair Etten and Mr. Brokke reviewed the PIP carryover dollars from year to year; and those items included in the PIP versus the Park and Recreation Renewal Program (PRRP).

In conclusion, Chair Etten announced upcoming RoseFest activities and events.

Mayor Roe thanked Commissioners for their service and their attendance and discussion at tonight's meeting.

Recess

Mayor Roe recessed the meeting at approximately 8:00 p.m. and reconvened at approximately 8:05 p.m.

14. Public Hearings

15. Business Items (Action Items)

a. Designate City Representative to Beyond the Yellow Ribbon of Suburban Ramsey County

Councilmember Pust noted the City Council's previous decision to become involved with the Beyond the Yellow Ribbon (BYR) organization to support local military members and their families, and her role to-date with that organization as the City Council's Liaison.

Mayor Roe sought a volunteer Councilmember to take on this elected leadership role for Roseville, and after discussion, consensus was that the item be brought forward at a later meeting. Councilmember Willmus expressed some interest in serving upon review of his schedule in more detail.

McGehee moved, Johnson seconded, TABLING action on the appointment of a City Councilmember to serve as Liaison to the Beyond the Yellow Ribbon (BYR) of Suburban Ramsey County until the next regular business meeting.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

b. Approve PIK Agreement

Community Development Director Patrick Trudgeon briefly summarized the settlement agreement as detailed in the RCA dated June 18, 2012, for final resolution through this agreement consisting of completing purchase of the land for infrastructure and demolition of the abandoned buildings on the PIK site. Mr. Trudgeon advised that staff recommended that the City Council enter into the agreement.

At the request of Councilmember McGehee, Mr. Trudgeon provided assurances from staff that the demolition process would adhere to appropriate and safe disposal of any hazardous materials.

At the request of Mayor Roe, Mr. Trudgeon confirmed that a portion or portions of the buildings were located in the City's right-of-way, and were a negative impact on the area.

Johnson moved, Pust seconded, approval of a Settlement Agreement (Attachment C) between the City of Roseville and PIK Terminal Company and Pikovsky Management LLC regarding the purchase of land for roads and utilities in the Twin Lakes Redevelopment Area; and authorizing execution of the Agreement by the Mayor and City Manager.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

c. Request Rejection and Seek Rebid Approval for Four Contracts within Package #2

Fire Chief Tim O'Neill, with some members of the Fire Station Design Team, provided information on the impacts of the delay in resolution of the pending litigation. Chief O'Neill advised that they were not recommending award of any contracts associated with Bid Package #2 at this time. Chief O'Neill further advised that they were requesting that the City formally reject four of the contracts and authorization to rebid four of the contracts since engineering and material changes had been made to reduce the overall estimated amount of the contracts.

Discussion among Councilmembers and the Construction/Design Team included potential return on investment for mechanical systems; projected annual energy costs and/or savings and conservation efforts; the geothermal system and contract in relationship to the plumbing/heating piping and whether consideration should be given to allocation of the costs more specifically between the fire station and other portions of the campus; efficiencies or inefficiencies in the current geothermal system; challenges and more expenses for a stand-alone geothermal system for the fire station, due to the lack of space on that site for additional wells; and options based on attempting to achieve the LEED silver standard through immediate or future connections.

Further discussion included impacts to contractual obligations in following recommendations in the staff report to accept and/or rebid portions of the Bid Package; a review of Alternative Ten (10) detailed options; and direction to staff to pursue an alternate action on the geothermal portion of the project at this time through this requested action.

Fire Chief O'Neill advised that the team would attempt to break out the bids more and review those challenges in doing so, providing further detail to the City Council at a future date.

Councilmember Pust opined that, if the City couldn't afford to connect the entire campus with a geothermal system at this time, it was realistic to consider that it wouldn't be feasible in the future either.

Mayor Roe requested City Manager Malinen and Finance Director Miller to research and provide additional information to the City Council in the near future on any alternative financing options that may be available for additional geothermal costs not specific to the fire station, given the limitations of the fire station's construction budget.

Johnson moved, Pust seconded, rejection of all bids associated with the four (4) contracts for bid package #2 for the construction of a new fire station; and authorizing the Fire Department to conduct a competitive re-bid process for those

contracts as listed and detailed in the Request for Council Action (RCA) dated June 18, 2012: Contract #2200 (Plumbing/Heating piping), Contract #2300 (HVAC/Air Distribution), Contract #2500 (Temperature Controls), and Contract #2600 (Electrical/Communication/Security/Technology).

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

d. Approve Xtra Lease Settlement

Mayor Roe noted that this action item was a result of the Closed Executive Session held earlier tonight.

Community Development Director Patrick Trudgeon briefly reviewed the Settlement Agreement, provided as a bench handout, attached hereto and made a part hereof.

Mr. Trudgeon provided a background over the last few years on this property; reviewed past discussions and negotiations; and remaining pending litigation potential. Mr. Trudgeon reviewed the specific of the Agreement for the City's potential purchase of the property in 2015 in the amount of \$1.9 million if not sold by the property owner by then; and stipulations for the owner's continued use and marketing of the property; and payment at this time by the City of \$100,000 based on the owner's issues with past City Council actions. Based on these discussions, negotiations, and the advice of the City's legal counsel, staff recommended that the City Council proceed with approving this Agreement.

Mayor Roe clarified that the exhibit attached to the RCA included an Escrow Agreement (Attachment D) currently in draft form, and subject to finalization.

Johnson moved, Willmus seconded, approval of a Settlement Agreement between the City of Roseville and Xtra Lease Inc. regarding the purchase of land for \$1.9 million in the Twin Lakes Redevelopment Area; amended to make approval contingent upon successful and completion of the Escrow Agreement (Attachment D); and authorizing execution of the Agreement by the Mayor and City Manager.

At the request of Councilmember Johnson, Mr. Trudgeon reviewed the substance of the Xtra Lease legal action against the City alleging that the City disrupted the owner's potential sale and/or development of their private property. Mr. Trudgeon noted that this dispute, some from as early as 2000 and continuing to-date, created the potential for additional potential damages by the City, in addition to legal fees and staff time. Mr. Trudgeon advised that this Settlement Agreement will protect the City from any further costs.

Councilmember McGehee expressed her concern, absent City interest in acquiring more property beyond this parcel, in the environmental condition of the property; opining that while this may serve as the City's way to hedge their bets by spending money now, it was unfortunate and further opined that she was not happy with this choice.

Mr. Trudgeon noted that the purchase would be funded through tax increment financing (TIF) dollars; and regarding the environmental status of the property, advised that a Phase II study had been performed in 2006 indicating little if any contamination. Mr. Trudgeon highlighted portions of that report; and advised that any development or redevelopment of the property would be under scrutiny and monitoring by the Minnesota Pollution Control Agency (MPCA) through a Response Action Plan (RAP).

At the request of Councilmember McGehee, Mr. Trudgeon reviewed details outlined in the Settlement Agreement defining responsibilities and options for the owner and the City; and the flexibility allowed for the City as the best course of action in seeing that the property was developed.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

16. Business Items – Presentations/Discussions

a. Consider Setting a Public Hearing to Amend City Code, Chapter 302 to Establish an On-Sale Brewer Taproom License Category and Discuss the Off-Sale License Quantity Limit

Mayor Roe advised that this discussion would be divided. The first issue would be for the request of Pour Decisions Brewery for a new category of on-sale liquor license to accommodate the unique retailing venue of brewers/brew pubs called a “taproom license” in Roseville, allowing consumption of product on their premises. Mayor Roe noted the second issue would be to consider whether the City was interested in increasing the number of available off-sale liquor licenses in Roseville.

Finance Director Chris Miller briefly reviewed the request as detailed in the RCA dated June 18, 2012. Mr. Miller noted the differences in recently approved legislation (Attachment C) and current City Code. Mr. Miller advised that representatives of Pour Decisions Brewery were present to speak.

Pour Decisions Brewery Representatives

Mr. Haun reviewed issues for this request specific to their brewery establishment and future operations at 1744 Terrace Drive.

Mr. Haun reiterated their objectives in seeking this City Code revision and future business model for their establishment.

Discussion among Councilmembers and representatives of Pour Decision Brewery included preferred hours of operation and limitation of those hours, with representatives seeking hours for growler sales and tour times, with more hours on weekends versus weekdays (e.g. 4:00 – 10:00 p.m.); intent of the facility to not serve as a sports bar; and seating and parking capacity based on City Code.

Willmus moved, Johnson seconded, approving a motion to schedule a Public Hearing for July 16, 2012 at 6:00 p.m., to consider amending City Code, Chapter 302 to establish an on-sale brewer taproom liquor license category.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

Regarding the second area of discussion to consider the number of off-sale licenses in Roseville, Councilmember Johnson apologized that he had not yet been able to complete his due diligence, and was therefore not prepared to provide a presentation tonight.

Mayor Roe invited public comment specific to the number of off-sale licenses in Roseville.

Public Comment

Steve Burwell, Fairview Wine and Spirits, 2579 Fairview

As a proprietor of the establishment for twenty-seven (27) years, Mr. Burwell expressed his lack of understanding in why this issue was coming forward. While unsure of the right number, Mr. Burwell opined that the established ten (10) licenses had served the City well so far, and should continue to do so. Mr. Burwell cautioned that any increase in that number would cause financial hardship to existing stores and their market share in a community with an older demographic. Mr. Burwell stated that people didn't frequent liquor stores now as they did in the past; and given the number of restrictions placed on liquor stores by state and local government (e.g. what can and cannot be sold in conjunction with liquor sales), Mr. Burwell asked that any consideration of increasing the number of available licenses be based on definite rationale. Mr. Burwell questioned the public good in increasing liquor licenses; and personally as well as from a business perspective stated that he was opposed to increasing the number of licenses available in the community.

Discussion among Councilmembers and Mr. Burwell included those existing license holders consisting of a larger chain or with multiple locations versus those independently owned; potential

with available licenses becoming a commodity and a premium placed on them with larger companies approaching existing license holders to purchase and hold the license.

Further discussion included how to retain the intent or spirit of the limited number of license through an open policy for consideration of all requests versus less favorable tactics.

Mr. Burwell compared Roseville with 31,000 in population and ten (10) licenses with his review of other communities in the metropolitan area with twenty-five (25) stores within that area serving a population of over 300,000 people; and questioned why this wouldn't indicate that Roseville already had a glut of available liquor licenses.

Johnson moved, Pust seconded, TABLING this discussion to a future date uncertain.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

b. Preliminary Plats and Use Considerations – Legal Review

Mayor Roe referenced the City Attorney's written opinion as a follow-up to previous City Council discussions regarding the Wal-Mart subdivision plat.

Councilmember Pust thanked City Attorney Gaughan for providing their analysis.

Councilmember McGehee asked the City Attorney to explain his perception of where the Wal-Mart process was going.

City Attorney Gaughan provided his opinion on how the process may evolve, anticipating that a Roseville property owner may request an appeal of the administrative process and how that would proceed.

Councilmember McGehee had numerous questions on that process which City Attorney Gaughan responded to; with Councilmember McGehee opining that the City Council had delegated too much authority to its staff, removing the opportunity for more options on specific issues such as this.

Mayor Roe clarified that City Attorney Gaughan was basing his analysis on State Statute as well as Roseville City Code, to which Mr. Gaughan responded affirmatively.

City Attorney Gaughan noted that past rationale in developing the Code was based on delegating such land use items to the expertise of its staff.

Discussion ensued regarding process; past examples (e.g. asphalt plat); the appeal process itself; and limitations of

instances where an appeal of an administrative decision was applicable.

Councilmember McGehee reiterated her opinion that the City Council had delegated more responsibility to staff than they should have; and expressed her interest in being able to take action prior to requiring a citizen to appeal something already decided.

Mayor Roe advised that the City's current Subdivision Ordinance is due to be updated as part of this year's work plan, and revisions should be addressed as part of future discussions at that time. Mayor Roe noted that, specific to preliminary plats, state statutes allowed local government limited discretion, even though there was some difference of opinion on how that discretion functioned, such as having surfaced in this case.

c. Discuss E-Government / E-Commerce Efforts

City Manager Malinen initiated discussions as detailed in the RCA dated June 18, 2012 and efforts for e-commerce and e-government solutions for City staff and residents, based on previous discussions to satisfy goals in maximizing electronic and/or communication efforts. Mr. Malinen further addressed the potential future use of electronic Council meeting packets. Several various options and software packages were reviewed.

Discussion included how to justify costs and how to ensure the software and hardware could be integrated with existing systems; opportunities available through website redesign and basing work items on service level priorities and response times for problems reported electronically by the public; and potential hardware options to pursue electronic City Council meeting packets.

Mayor Roe expressed his preference for an alternate supplier for the web site update, based on information in the RCA, including pricing.

14. City Manager Future Agenda Review

City Manager Malinen reviewed upcoming agenda items.

At the request of Councilmember Johnson, City Attorney Gaughan reviewed the upcoming process and protocol for the Board of Appeals.

i. Councilmember-Initiated Items for Future Meetings

Councilmember Pust requested that the City Council consider the Human Rights Commission's resolution on the marriage amendment.

ii. Adjourn

McGehee moved, Roe seconded, adjournment of the meeting at approximately 10:05 pm.

Roll Call

Ayes: Willmus; Johnson; Roe; Pust; and McGehee.

Nays: None.

Submit

[Close window](#)

Roseville Trail Projects:

1. County Rd B2 from Lexington to Rice with connectors to Central Park and Acorn Park
\$1,000,000 sidewalk on south side, bike lane on both sides
Options to reduce cost such as grants or partners should be evaluated. It should be noted that these options may create conditions or criteria that may complicate implementation.
2. County Rd B from Estes Rd to Cleveland*
\$500,000 logistically tied up with road ownership,
Road rebuild at same time would make project feasible to address drainage issues. If transferred to Roseville with \$ it would be at least 5yrs
*Uncertainty of road transfer makes this project potentially un-implementable within 5 year period.
3. Oasis Park – Langton Lake Park connectors
\$350,000 for bridge and trail C2 to Oasis on existing easement
Consider combination with natural enhancements
4. Southwest Roseville stormwater upgrades with natural trails
\$150,000 Stormwater management needs may create opportunity
school/park/church concept. The status of stormwater upgrades are uncertain which creates uncertainty in implementing this project.

Alternate trail projects for consideration:

- Increased bike lane on Victoria from County Rd B to Northern city limits
- Enhance Terminal Rd and Walnut Road trail
- Partner with Ramsey County For County Rd C connection to Northeast Diagonal Trail
- Prior Rd County Rd B to Roselawn
- Oakcrest Rd link between Willow Pond Park and Pocahontas Park
- Fernwood and Eldridge Rd connector between Brue Russell, Keller Mayflower, and Lexington Park
- Shryer Ave connection between Pioneer Park and Reservoir Woods
- Tamarac Park to trail on South side of McCarrons Lake
- Hand Ct. to Grandview connector near Materion Park
- Matilda Rd connector between Mapleview and Ladyslipper Parks
- Valley Park connector to W Owasso Rd trail

Roseville Natural Resource Projects:

HANC

- Boardwalk replacement to create loop (\$500,000)
- HANC facility improvements (siding, storage, consider previous committee recommendations) (\$250,000)
- Vegetation management including buckthorn and purple loosestrife removal as well as prairie and wildflower garden enhancements (\$50,000)
- Signage improvements at entrance (\$25,000)
- Partnership with Grasslake Watershed District for evaluation. Assessment, and address if possible compost water quality effects (\$100,000)
- Targeted wetland restoration and potential hydrology (\$300,000)

Reservoir Woods

- Prairie restoration with interpretive signage - Large area North of the reservoir and smaller area East of Dale St. tunnel (\$50,000)
- Enhancement of trail network North of reservoir including: signage and maps, limited clearing, surface preparation (\$100,000)
- Buckthorn removal and management – Initial effort using professional services with annual volunteer efforts to address re-establishment. (\$300,000)
- Interpretive sign for record Butternut tree (\$100)

Oasis Park

- Remove buckthorn and increase native plant buffer to establish a better connection between park and pond (\$100,000)

Villa Park

- Buckthorn removal and management – Initial effort using professional services with annual volunteer efforts to address re-establishment. (\$100,000)
- Garlic Mustard removal and management (\$20,000)

Langton Lake Park

- Buckthorn removal and management – Initial effort using professional services with annual volunteer efforts to address re-establishment. (\$60,000)

System wide

- Invasive species mapping and development of City management plan (\$50,000)
- City tree management – planting and removal as per Tree plan (\$200,000)
- Develop small natural areas in various parks (\$164,900)



July 25, 2012

RE: Request for Proposal for the Lead Consultant for the City of Roseville's 2012-2015 Parks and Recreation Renewal Program

Greetings from Roseville Parks and Recreation,

The City of Roseville invites qualified Lead Consultants to submit a proposal for services required for the implementation of the City of Roseville's 2012-2015 Parks and Recreation Renewal Program. The City will be utilizing the Best Value Procurement method for this contract. The Lead Consulting services will include the following:

- Coordinate Planning efforts in concert with the community and Roseville Parks and Recreation Staff
- Review projects and costs, staging of improvements, implementation schedules and investment distribution
- Facilitate public meetings during planning phase
- Create concept plans for parks and facilities
- Develop system wide design and construction standards
- Assist in selection of sub-consultants
- Assure consistency with the City of Roseville Parks and Recreation System Master Plan
- Budget for this project is not to exceed \$194,500.00
- Milestone Schedule:

RFP Issued	7/25/12
Pre Proposal Meeting (MANDATORY 1:30-3:30 PM Roseville City Hall, 2660 Civic Center Dr, Council Chambers)	8/8/12
Last Day for Questions	8/13/12
Proposals Due	8/20/12
Interviews	8/28/12
Identification of Potential Best Value (BV)	8/31/12
Clarification Phase Kick Off Meeting (Potential BV only)	9/12/12
Clarification Phase Summary Meeting (Potential BV only)	9/21/12
Anticipated Project Award	10/4/12

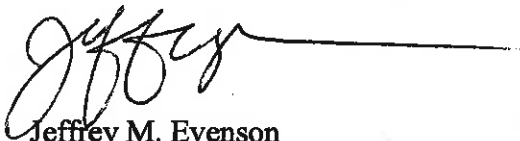
Enclosed are the Specifications and Proposal Forms for the project, The City of Roseville will be accepting proposals until 2:00 PM on August 20, 2012. The scope of this contract is described in full detail within the RFP. Proposals must be submitted to:

Gretchen Carlson
1140 Woodhill Drive
Roseville MN 55113
e-mail: gretchen.carlson@ci.roseville.mn.us
Phone: 651-792-7051
Fax: 651-792-7050

Proposals will not be accepted after the 2:00 PM deadline

Thank you for your interest in this project.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeffrey', followed by a long horizontal line extending to the right.

Jeffrey M. Evenson
Park Superintendent
Office: 651-792-7107
Cell: 651-775-3519
Fax: 651-792-7100



REQUEST FOR PROPOSAL

**Lead Consultant for
City of Roseville 2012-2015 Parks and Recreation Renewal Program
Project Number: 001-2012
July 25, 2012**

City of Roseville

REQUEST FOR PROPOSAL

July 25, 2012

SUBMITTAL GUIDELINES

Mail or deliver proposals in a sealed envelope or package with the respondent's name and address, Project number, and RFP title clearly marked on the outside of each sealed envelope or package. **Mail or hand deliver one (1) signed original and four (4) paper copies of your proposal to:**

**Gretchen Carlson
1140 Woodhill Drive
Roseville MN 55113**

PROPOSALS MUST BE RECEIVED NO LATER THAN

2:00 p.m. CDT August 20, 2012

(Per wall clock in Maintenance Office)

Late proposals will NOT be considered.

Do not submit copies to any other person or location.

INQUIRIES

The person designated below shall be the only contact for all inquiries regarding any aspect of this process and its requirements. All questions or inquiries should be sent via email. Do not contact any other employee or representative regarding this RFP unless specifically indicated or instructed to do so in writing by the person designated below.

**Gretchen Carlson
1140 Woodhill Drive
Roseville MN 55113
Phone: 651-792-7051
Fax: 651-792-7050**

E-mail: Gretchen.carlson@ci.roseville.mn.us

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SECTION 1 - OVERVIEW OF THE RFP PROCESS AND GENERAL INSTRUCTIONS TO RESPONDENTS

1.1 QUESTIONS AND INQUIRIES

- Carefully read the information contained in this RFP and submit a complete response to all requirements specifications and directions, as directed.
- Respondents who have questions about the RFP should fax or e-mail such questions to the Contact for the RFP Inquiries by the date noted in the tentative schedule of events. Responses to written questions which involve an interpretation or change to this RFP will be issued in writing by addendum and mailed and e-mailed to all parties recorded by the City as having received a copy of this RFP. All such addenda issued by the City prior to the time that proposals are received shall be considered part of the RFP.
- Respondents receiving this proposal other than directly from the City of Roseville are responsible for notifying the Contact for the RFP Inquiries that they are in receipt of a proposal package, and are responsible for providing a name, address, and e-mail in the event an addendum is issued.
- Only additional information provided by formal written addenda shall be binding. Oral and other interpretations or clarifications, including those occurring at the pre-proposal meeting, site visits, tours, etc. will be without legal effect.

1.2 TENTATIVE SCHEDULE OF EVENTS

- Be advised that these dates are subject to change as the City deems necessary.

RFP Issued	7/25/12
Pre Proposal Meeting *	8/8/12
Last Day for Questions	8/13/12
Proposals Due	8/20/12
Interviews	8/28/12
Identification of Potential Best Value (BV)	8/31/12
Clarification Phase Kick Off Meeting (Potential BV only)	9/12/12
Clarification Phase Summary Meeting (Potential BV only)	9/21/12
Anticipated Project Award	10/4/12

- *** The Pre Proposal Meeting is mandatory and will be held at The City of Roseville, 2660 Civic Center Drive, in the Council Chambers from 1:30-3:30 PM**

1.3 EVALUATION CRITERIA

- The consultant selected for an award will be the consultant whose proposal is responsive, responsible, and the most advantageous to the City, as determined by the City in its sole discretion. The City anticipates awarding to the best valued consultant. The consultant will be prioritized based on price, past performance of the consultant, and current performance capability as outlined in this document. The

City anticipates that all consultants will have a fair and reasonable opportunity to provide service.

- Evaluation criteria will be weighed according to the following categories:

CATEGORY	WEIGHT	CRITERIA
Responsiveness	Pass/Fail	Reference RFP Section 3.1
Milestone Schedule	Pass/Fail	Reference RFP Section 3.9
Interview	350 Points	Reference RFP Section 3.8
Cost	250 Points	Reference Attachment D
Risk Plan	150 Points	Reference Attachment E
Project Capability	100 Points	Reference Attachment F
Value Added Plan	100 Points	Reference Attachment G
Past Performance Information	50 Points	Reference Attachment H; Exhibit 1

- The City reserves the right to add/delete/modify criteria or weights if it is in the City's best interest, as determined by the City in its sole discretion.

1.4 ISSUANCE OF RFP AND AWARD PROCESS

- Issuance of this RFP does not compel the City to award a contract. The City reserves the right to reject any or all proposals wholly or in part; to waive any technicalities, informalities, or irregularities in any proposal at its sole option and discretion. The City reserves the right to request clarification or additional information. The City reserves the right to award a contract in whole or in part, to award multiple contracts to multiple Respondents, to re-solicit for proposals, or to temporarily or permanently abandon the procurement.
- If the City awards a contract, it will award the contract to the Respondent whose proposal is the most advantageous to the City, as determined by the City in the exercise of its sole discretion.

1.5 PROPOSAL SUBMISSION

- **NUMBER AND DESCRIPTION OF ORIGINAL AND COPIES:** Mail or hand deliver proposal sets as specified on the Submittal Guidelines Page (Page 2). All documents should be 8½" x 11". The copies should be bound in a manner that facilitates easy handling, photocopying, and reading by the evaluation committee. The original and the copies must read exactly the same.
- **LATE SUBMISSION:** Proposals received by the City after the Submittal Date and Time indicated on the Submittal Guidelines Page (Page 2) **WILL NOT** be considered. The Respondent assumes the risk of the method of dispatch chosen. Postmarking by the Submittal Time and date shall not substitute for actual proposal receipt.

- **RESPONDENT'S OFFER – SIGNATURE AND CERTIFICATION FORM:** The Respondent's Signature and Certification Form (Attachment A) must be signed by an authorized representative of your company. Include this signed document with the original proposal, and provide a copy of it with each copy of the proposal.

1.6 OWNERSHIP OF PROPOSAL

- All materials submitted in response to this request become the property of the City, and may become a part of any resulting contract. Award or rejection of a proposal response does not affect this right.

1.7 RELEASE OF CLAIMS, LIABILITY, AND PREPARATION EXPENSES

- Under no circumstances shall the City be responsible for any proposal preparation expenses, submission costs, or any other expenses, costs, or damages of whatever nature incurred as the result of a Respondent's participation in this RFP process. The Respondent understands and agrees that it submits its proposal at its own risk and expense, and releases the City from any claim or damages or other liability arising out of the RFP and award process.

1.8 PUBLIC PROPOSAL OPENING

- The City will open the responses on the Submittal Date and Time indicated. Respondents may attend the proposal opening. Only the names of the Respondents will be made public at the opening.

1.9 DURATION OF RESPONDENT'S OFFER

- The proposal constitutes an offer by the Respondent that shall remain open and irrevocable for the period specified on the Respondent's Offer – Signature and Certification Form (Attachment A).

1.10 ERRORS IN PROPOSALS

- The City shall not be liable for any errors in the Respondent's proposal. Except during negotiations initiated by the City, no modifications to the proposal shall be accepted from the Respondent after the Submittal Date and Time. The Respondent is responsible for careful review of its entire proposal to ensure that all information is correct and complete. Respondents are responsible for all errors or omissions contained in their proposals.

1.11 WITHDRAWING PROPOSALS

- Respondents may withdraw their proposal at any time prior to the Submittal Date and Time by submitting a written request to the Contact for RFP Inquiries indicated on the Submittal Guidelines Page (Page 2). The written request must be signed by an authorized representative of the Respondent. The respondent may submit another proposal at any time prior to the Submittal Date and Time. No proposal may be withdrawn after the Submittal Date and Time without approval by the City. Such approval shall be based on the Respondent's submittal, in writing, of a reason acceptable to the City in its sole discretion.

1.12 ADDENDUM

- The City reserves the right to issue an addendum to the RFP at any time for any reason. If any addenda are issued such addenda shall be issued by The City prior to the time that proposals are received and shall be considered part of the RFP.

1.13 RESPONSES SUBJECT TO PUBLIC DISCLOSURE

- The City considers all information, documentation and other materials (collectively, “Materials” or “Items”) submitted in response to this RFP to be of a non-confidential and/or non-proprietary nature, and therefore shall be subject to public disclosure after a contract is awarded. By submitting a proposal, the Respondent agrees to release the City from any liability resulting from the City’s disclosure of such information. If submitting information in response to this RFP that you believe to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statute Section 13.37 (MGDPA), follow these instructions:
 - A. Clearly and conspicuously mark any Materials you believe to contain trade secret information.
 - B. Enclose such Materials in a separate envelope, which itself is clearly and conspicuously marked “Confidential.”
 - C. Include in the envelope an attorney’s opinion for each item indicating the legal basis for regarding it as trade secret under the MGDPA.
- Your proposal may be rejected by the City in the exercise of its sole discretion if any of these three requirements are not met. The Respondent also agrees to defend any action seeking release of the Materials believed to be trade secret, and indemnify and hold harmless the City, its Regents, agents, and employees from any judgments or damages against the City in favor of the party requesting the Materials and any and all costs connected with that defense. Additionally, the Respondent understands and agrees that in the event a request is made under the MGDPA, the City will notify the Respondent of such request, but under no circumstances shall the City be required to commence or defend any action to prevent the disclosure of any Materials which the Respondent believes to be trade secret or confidential.

1.14 RESPONSIBLE PROPOSERS (RESPONDENTS)

- The City reserves the right to award project contracts only to the responsible respondents. Responsible respondents are defined as companies that meet the requirements of this RFP and demonstrate the financial ability, resources, skills, capability, willingness, and business integrity necessary to perform the contract. The City’s determination of whether a Respondent is a responsible respondent is at the City’s sole discretion.

1.15 NOTIFICATION OF AWARD

- If the City makes an award as a result of this RFP process, the City will deliver to the selected Respondent a notice of selection. The resulting project contract shall consist of (but not limited to):
 - a. The terms, conditions, specifications, and requirements of this RFP and its attachments,
 - b. Any addenda issued by the City pursuant to this RFP,
 - c. All representations (including, but not limited to, representations as to performance, and financial terms) made by the Respondent in its proposal and during any interview(s), meeting(s), or presentation(s) or demonstrations for the benefit of the City,
 - d. Any mutually agreed upon written modifications to the terms, conditions, specifications, and requirements to his RFP or to the proposal,
 - e. Risk Assessment and Value Added Plan
 - f. The Quality Control Plan
 - g. Proposal Form

1.16 SUBCONTRACTING

- Unless otherwise agreed to in writing by the City, the successful Respondent(s) shall be responsible for the performance of any subcontractors. Use of subcontractors in the performance of the contract is subject to City consent. The awarded consultant(s) must ensure that any subcontractors abide by all terms and conditions of the contract.

SECTION 2 - BACKGROUND / SCOPE OF WORK

2.1 BACKGROUND

Parks and Recreation Mission Statement and Promise

The following mission statement and community promise should serve as an overall guide for undertaking the park master plan update.

- **Parks and Recreation Mission Statement**

Roseville Parks and Recreation exists to provide diverse programs and facilities, sustain park lands and preserve natural resources for today's citizens and future generations.

- **Community Promise**

As citizens and customers you deserve the best possible service, programs and facilities. We, the Roseville Parks and Recreation staff, promise to do everything possible to cheerfully and respectfully serve you by providing clean, safe facilities; enjoyable, safe programs; and timely and effective service, which includes listening and responding to your suggestions and concerns.

Parks and Recreation System Profile

Roseville Parks and Recreation maintains 30 parks, 679 acres of parkland and open space, 67 miles of trails and walkways; manages a variety of recreation, leisure and sport facilities and offers thousands of recreation and leisure programs and special events annually. Roseville is a suburban community of 33,690, located in the northern Minneapolis/St. Paul metropolitan area. Located on two major highways (I-35W & State Highway 36), it borders both Minneapolis and St. Paul, and is a short commute to either downtown area. Roseville is considered the retail and commercial hub of the northeast suburban area. Roseville was incorporated as a city in 1948 with a population of 4,589. The City experienced dramatic growth in both population and commercial development in the 1950s and '60s. Since then, the City has shifted its focus from planning to redevelopment and preservation. Today Roseville is a mixed-land use community with established neighborhoods, ample open space, and vibrant retail and commercial development.

Roseville Parks and Recreation is a dynamic organization that works to develop, plan, promote and manage a variety of recreation activities and facilities to meet community preference and needs. Roseville Parks and Recreation understands that quality of life is vital to the residents of Roseville. The many facilities and numerous recreation programs and special events contribute directly to the health and well-being of the entire community.

Facility information:

1. Roseville Skating Center:

The Roseville Skating Center is a unique community facility ... an indoor ice arena, North America's largest continuous sheet of refrigerated outdoor ice, a Tier Two Aggressive Park and a multi-purpose banquet/meeting facility. The Skating Center has three primary areas of operation; Roseville Ice Arena, Guidant John Rose MN OVAL and banquet/meeting facilities.

2. The Harriet Alexander Nature Center:

The Harriet Alexander Nature Center (HANC) is an oasis nestled within the borders of Roseville's Central Park. The nature center provides protection for hundreds of animal and plant species. The boardwalk and trails circulate through 52 acres of marsh, prairie and forest habitats. During a visit to HANC

you might find migrating songbirds, towering prairie grasses, painted turtles, or cottontail rabbits.

3. Central Park Muriel Sahlin Arboretum:

The Roseville Central Park Muriel Sahlin Arboretum provides residents and visitors a relaxed and serene setting to discover and enjoy 8 acres of beautiful theme gardens, manicured grounds, stone and paved walkways, a central water feature and wonderful architectural structures. Visitors will also get a chance to explore ideas for their own residential landscape projects.

4. Cedarholm Golf Course:

Roseville Cedarholm Golf Course is a par-three, nine-hole course conveniently located just north of both St. Paul and Minneapolis. The course is lined with beautiful gardens and mature trees and can consistently be played in less than two hours by golfers of all ages and abilities. Youth, ladies, co-ed and senior leagues are available along with pull carts, rental clubs, concessions and a small grill. Tournaments can be accommodated and the clubhouse is available for rentals year round.

5. Other Facilities

Gymnastics Center

Shared City/School District facility. 11,000 square feet of activity space attached to Roseville Area High School including, 4 training pits, specialized preschool teaching area and 200 seat bleacher area.

Community Gymnasiums

Brimhall and Central Park Gymnasiums are shared City/School District facilities. Each includes; 10,000 square foot gymnasium space, office, dressing rooms and dividing curtain/wall.

Fairview Dance Studio

Long-term leased facility that accommodates the Roseville Dance Program. The former performance stage includes mirrored wall, ballet bars and sound system.

City Hall Campus

Includes three main buildings, City Hall, Maintenance Facility and Roseville Fire Station #1. Typical space includes small to midsize meeting and multi-purpose rooms.

Community Affiliated Groups and Athletic Associations

Roseville is known as a city that thrives on community support, especially from its enthusiastic Parks and Recreation volunteers. Over 3,000 volunteers annually assist in a wide range of capacities: nature center support, advisory groups, special events, park plantings, youth sport coaches and more.

Roseville affiliated groups and athletic and cultural associations that provide our community with a wide range of opportunities to participate in, as well as, expanded and varied activities and programs beyond those offered by the recreation division. Roseville affiliated groups and athletic and cultural associations service thousands of youth and adults in sports and leisure activities that are managed and led by enthusiastic community volunteers. They are as follows:

1. Roseville Area Little League
2. Roseville Youth Basketball Association
3. Roseville Area Youth Hockey Association
4. North Suburban Soccer Association
5. Roseville Area Youth Baseball
6. Roseville Gymnastics Association
7. Roseville Area Arts Council
8. Rosetown Playhouse
9. Friends of Roseville's Parks
10. Friends of the OVAL Foundation
11. Friends of Roseville's Harriet Alexander Nature Center (FORHANC)
12. Roseville Central Park Foundation
13. Lake Owasso Garden Club
14. Roseville Figure Skating Club
15. Roseville Area Youth Football
16. Roseville Area Girls Fastpitch
17. Roseville Singles Club
18. Roseville Big Band
19. Roseville String Ensemble
20. Roseville Community Band

Parks and Recreation Commission:

The Roseville Parks and Recreation Commission is an advisory committee that makes recommendations to the Director of Parks and Recreation, the City Manager and the Roseville City Council on all matters relating to parks and recreation programs, facilities and services. The Commission is responsible for:

- Providing a method for citizens' input concerning the city's parks and recreation facilities, programs, needs and concerns.
- Identifying areas that may require action and/or change to promote a harmonious, safe, and responsive Parks and Recreation program.

Recent Planning Efforts:

1. Parks and Recreation System Master Plan adopted November 3, 2010
2. Imagine Roseville 2025
3. City of Roseville 2008 Comprehensive Plan Update
4. Harriet Alexander Nature Center Planning Committee
5. OVAL Task Force
6. Ladyslipper Park Master Plan
7. Muriel Sahlin Arboretum Master Plan

2.2 DETAILED SCOPE OF WORK

The City of Roseville invites qualified Respondents to submit a proposal for planning services required for the implementation of the City of Roseville's 2012-2015 Parks and Recreation Renewal Program. The proposed \$19.025M project list and location maps can be found on The City of Roseville's web site at the following location,
<http://www.cityofroseville.com/index.aspx?NID=2243>

The services within the scope of this contract will include the following:

1. Full and comprehensive review of the Roseville Parks and Recreation Master Plan Adopted November 3, 2010. Consultant must be familiar with the process used to create the Master Plan, must have a clear understanding of the Core Values and Key

Directions, Vision and Master Plan, Assessment and Evaluation and all Appendices. Appendices must be reviewed fully and consultant must have a clear understanding of how to use them during the ongoing implementation of the adopted Master Plan. Documents are located on The City of Roseville web site at the following location:

<http://mn-roseville.civicplus.com/DocumentView.aspx?DID=4843s>:

<http://www.cityofroseville.com/DocumentView.aspx?DID=4076>

2. Identify process and conduct staff and public review of the existing previously adopted Concept Master Plans (Lexington Park and Central Park Lexington) to update plans and ensure alignment with the adopted System Master Plan. Concept Plans created must be complete and ready to be developed for final plans, specifications and construction documentation. (Documents attached)
3. Identify process and conduct staff and public review of the Concept Master Plans within the System Master Plan (Oasis Park, Rosebrook Park, Villa Park, Southwest Roseville, Pocahontas Park, Harriet Alexander Nature Center, Autumn Grove Park, Sandcastle Park) to update plans and ensure alignment with the adopted System Master Plan. Concept Plans created must be complete and ready to be developed for final plans, specifications and construction documentation.
4. Conduct a brief feasibility study of our Victoria Ballfield Complex to determine if site can support a "Tournament Ready" softball complex. Study will include staff input but not public comment at this level. If the facility can be accommodated on the site, a full public process will be required, please identify that process and cost to complete as a separate line item in the proposal. Concept Plans if created must be complete and ready to be developed for final plans, specifications and construction documentation.
5. Coordinate planning efforts in concert with Park and Recreation Staff and utilize staff Landscape Architect as much as possible to keep cost to the City down.
6. Work with City staff to identify additional consultant requirements, assist in creating RFP Documents, review proposals and make recommendations to secure contracts to complete Construction Documentation as necessary to complete all projects associated with the 2012-2015 Parks and Recreation Renewal Program using the ASU "Best Value System"
7. Work with City staff and consultants to establish acceptable construction standards for park amenities including courts, fencing, lighting, playground areas, site furnishings, irrigation systems, HVAC Systems, buildings, parking, pavement, storm water management and all other reasonable elements.
8. Work with City staff, consultants and work groups to identify specific projects to best utilize approved budget for Natural Resource and Trail project investments.
9. Continually monitor planning and improvement decisions at all levels for alignment with the adopted System Master Plan document.
10. Inventory all projects using tools identified within the adopted Master Plan document.
11. The total budget for this contract is not to exceed \$194,500.

Services Provided by City

The City of Roseville will provide the following:

1. Parks and Recreation System Master Plan adopted November 3, 2010
2. Existing system/strategic plans
3. All current Park Master Plans
4. Natural Resources Inventory
5. Natural Resource Management Plan
6. OVAL Task Force Report
7. City Comprehensive Plan Update
8. GIS data for Park and Recreation System
9. HANC Planning Committee Report

10. Parks and Recreation Capital Improvement Plan
11. Park Facilities Inventory
12. Parks and Facilities maps
13. Future parkland acquisitions list
14. Land cover maps
15. Planning and zoning district maps
16. Technical assistance and information as requested
17. Input and review as requested
18. Staff liaison
19. Electronic base maps of existing conditions for all park areas
20. Address lists and labels for mailings to Roseville property owners

The City Parks and Recreation Division will provide primary support for the consultant and the team. The Parks and Recreation Director and the Park Superintendent will be heavily involved in the entire process and will collaborate with the consultant at all levels. Other City Staff will be involved as appropriate, i.e. City Communications will be involved in coordinating public awareness for the project, recreation program staff will be involved in identifying trends, obstacles, communicating public meetings, etc. The City of Roseville has several media outlets, including a web site, cable television and City newsletters among other methods that may be used to keep the public informed on the process. Because of the publication deadlines, communications to the public will often need to be planned well in advance.

2.3 DELIVERABLES

The consultant is expected to deliver electronic copies and 3 hard copies of the following to the City by the dates to be determined for presentation to the City Council. The consultant will then incorporate revisions as directed and represent the final draft of the plans to the City Council. The documents should then be prepared for final submission to the City. Approval from the City Council will serve as the “go-ahead” to prepare the final deliverables. The final deliverables shall include:

1. Final Concept Plans for the following Park areas:
 - a. Lexington Park
 - b. Central Park Lexington
 - c. Oasis Park
 - d. Rosebrook Park
 - e. Villa Park
 - f. Southwest Roseville (Area as defined in adopted Master Plan and individual park areas within SW Roseville)
 - g. Pocahontas Park
 - h. Harriet Alexander Nature Center
 - i. Autumn Grove Park
 - j. Sandcastle Park
 - k. Victoria Ballfields (If feasible)
2. Documentation of established Construction and Design Standards
3. Documentation of recommended Natural Resource and Trail Projects including cost estimates and proposed schedule
4. Fully update Master Plan Document to reflect park improvements proposed.
5. Presentation materials (i.e. Power Point presentation, maps, minutes, graphics, etc.) used throughout the planning and design process to become property of the City of Roseville.

The final products will become the property of the City of Roseville along with all-inclusive rights for reproduction and distribution.

Project Schedule

Once the consultant has been selected, the actual planning schedule will be solidified. Consultant shall provide a detailed work plan that addresses all major tasks and milestones to be accomplished throughout the process.

Task Timeframe

It is expected that upon a contract award the consultant will begin work immediately in a manner that is consistent with the final work plan developed in cooperation with and approved by the City of Roseville. The final work plan will include detailed methods and milestones, incorporate expectations described in the RFP, and the scope of work. Work shall be completed by December 31, 2014.

2.4 TERMS AND CONDITIONS

The selected Respondent will enter into a contract substantially similar to the example below with the City of Roseville. The contract shall be effective from the date it is entered into until full completion and required approval of the above deliverables or December 31, 2014. Respondents should clearly identify any proposed deviations from the contract terms and conditions in their proposal response.

Example contract

Standard Agreement for Professional Services

This Agreement ("Agreement") is made on the _____ day of _____, _____, between the City of Roseville, a municipal corporation (hereinafter "City"), and _____, a _____ (hereinafter "Consultant").

Preliminary Statement

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that persons, firms or corporations providing such services enter into written agreements with the City. The purpose of this Agreement is to set forth the terms and conditions for the performance of professional services by the Consultant.

The City and Consultant agree as follows:

1. **Scope of Work Proposal.** The Consultant agrees to provide the professional services shown in Exhibit "A" attached hereto ("Work") in consideration for the compensation set forth in Provision 3 below. The terms of this Agreement shall take precedence over and supersede any provisions and/or conditions in any proposal submitted by the Consultant.
2. **Term.** The term of this Agreement shall be from _____, through _____, the date of signature by the parties notwithstanding.
3. **Compensation for Services.** The City agrees to pay the Consultant the compensation described in Exhibit B attached hereto for the Work, subject to the following:

- A. Any changes in the Work which may result in an increase to the compensation due the Consultant shall require prior written approval of the City. The City will not pay additional compensation for Work that does not have such prior written approval.
- B. Third party independent contractors and/or subcontractors may be retained by the Consultant when required by the complex or specialized nature of the Work when authorized in writing by the City. The Consultant shall be responsible for and shall pay all costs and expenses payable to such third party contractors unless otherwise agreed to by the parties in writing.

4. ***City Representative and Special Requirements:***

- A. _____ shall act as the City's representative with respect to the Work to be performed under this Agreement. Such representative shall have authority to transmit instructions, receive information and interpret and define the City's policies and decisions with respect to the Work to be performed under this Agreement, but shall not have the right to enter into contracts or make binding agreements on behalf of the City with respect to the Work or this Agreement. The City may change the City's representative at any time by notifying the Consultant of such change in writing.
- B. In the event that the City requires any special conditions or requirements relating to the Work and/or this Agreement, such special conditions and requirements are stated in Exhibit C attached hereto. The parties agree that such special conditions and requirements are incorporated into and made a binding part of this Agreement and the Consultant agrees to perform the Work in accordance with, and that this Agreement shall be subject to, the conditions and requirements set forth in Exhibit C.

5. ***Method of Payment.*** The Consultant shall submit to the City, on a monthly basis, an itemized invoice for Work performed under this Agreement. Invoices submitted shall be paid in the same manner as other claims made to the City. Invoices shall contain the following:

- A. For Work reimbursed on an hourly basis, the Consultant shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. For all other Work, the Consultant shall provide a description of the Work performed and the period to which the invoice applies. For reimbursable expenses, if provided for in Exhibit A, the Consultant shall provide an itemized listing and such documentation of such expenses as is reasonably required by the City. In addition to the foregoing, all invoices shall contain, if requested by the City, the City's project number, a progress summary showing the original (or amended) amount of the Agreement, the current billing, past payments, the unexpended balance due under the Agreement, and such other information as the City may from time to time reasonably require.
- B. To receive any payment pursuant to this Agreement, the invoice must include the following statement dated and signed by the Consultant: "I declare under penalty of perjury that this account, claim, or demand is just and correct and that no part of it has been paid."

The payment of invoices shall be subject to the following provisions:

- A. The City shall have the right to suspend the Work to be performed by the Consultant under this Agreement when it deems necessary to protect the City, residents of the City or others who are affected by the Work. If any Work to be performed by the Consultant is suspended in whole or in part by the City, the Consultant shall be paid for any services performed prior to the delivery upon the Consultant of the written notice from the City of such suspension.
- B. The Consultant shall be reimbursed for services performed by any third party independent contractors and/or subcontractors only if the City has authorized the retention of and has agreed to pay such persons or entities pursuant to Section 3B above.

6. ***Project Manager and Staffing.*** The Consultant has designated _____ and _____ ("Project Contacts") to perform and/or supervise the Work, and as the

persons for the City to contact and communicate with regarding the performance of the Work. The Project Contacts shall be assisted by other employees of the Consultant as necessary to facilitate the completion of the Work in accordance with the terms and conditions of this Agreement. The Consultant may not remove or replace the Project Contacts without the prior approval of the City.

7. **Standard of Care.** All Work performed by the Consultant under this Agreement shall be in accordance with the normal standard of care in Ramsey County, Minnesota, for professional services of like kind.
8. **Audit Disclosure.** Any reports, information, data and other written documents given to, or prepared or assembled by the Consultant under this Agreement which the City requests to be kept confidential shall not be made available by the Consultant to any individual or organization without the City's prior written approval. The books, records, documents and accounting procedures and practices of the Consultant or other parties relevant to this Agreement are subject to examination by the City and either the Legislative Auditor or the State Auditor for a period of six (6) years after the effective date of this Agreement. The Consultant shall at all times abide by Minn. Stat. § 13.01 et seq. and the Minnesota Government Data Practices Act, to the extent the Act is applicable to data, documents, and other information in the possession of the Consultant.
9. **Termination.** This Agreement may be terminated at any time by the City, with or without cause, by delivering to the Consultant at the address of the Consultant set forth in Provision 26 below, a written notice at least ten (10) days prior to the date of such termination. The date of termination shall be stated in the notice. Upon termination the Consultant shall be paid for services rendered (and reimbursable expenses incurred if required to be paid by the City under this Agreement) by the Consultant through and until the date of termination so long as the Consultant is not in default under this Agreement. If the City terminates this Agreement because the Consultant is in default of its obligations under this Agreement, no further payment shall be payable or due to the Consultant following the delivery of the termination notice, and the City may, in addition to any other rights or remedies it may have at law or in equity, retain another consultant to undertake or complete the Work to be performed hereunder.
10. **Subcontractor.** The Consultant shall not enter into subcontracts for services provided under this Agreement without the express written consent of the City. The Consultant shall promptly pay any subcontractor involved in the performance of this Agreement as required by the State Prompt Payment Act.
11. **Independent Consultant.** At all times and for all purposes herein, the Consultant is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Consultant an employee of the City.
12. **Non-Discrimination.** During the performance of this Agreement, the Consultant shall not discriminate against any person, contractor, vendor, employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. The Consultant shall post in places available to employees and applicants for employment, notices setting forth the provision of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Consultant shall incorporate the foregoing requirements of this Provision 12 in all of its subcontracts for Work done under this Agreement, and will require all of its subcontractors performing such Work to incorporate such requirements in all subcontracts for the performance of the Work. The Consultant further agrees to comply with all aspects of the Minnesota Human Rights Act, Minnesota Statutes 363.01, et. seq., Title VI of the Civil Rights Act of 1964, and the Americans with Disabilities Act.
13. **Assignment.** The Consultant shall not assign this Agreement, nor its rights and/or obligations hereunder, without the prior written consent of the City.
14. **Services Not Provided For.** No claim for services furnished by the Consultant not specifically provided for herein shall be paid by the City.
15. **Compliance with Laws and Regulations.** The Consultant shall abide with all federal, state and local laws, statutes, ordinances, rules and regulations in the performance of the Work. The Consultant and City,

together with their respective agents and employees, agree to abide by the provisions of the Minnesota Data Practices Act, Minnesota Statutes Section 13, as amended, and Minnesota Rules promulgated pursuant to Chapter 13. Any violation by the Consultant of statutes, ordinances, rules and regulations pertaining to the Work to be performed shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.

16. **Waiver.** Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement or either parties ability to enforce a subsequent breach.

17. **Indemnification.** The Consultant agrees to defend, indemnify and hold the City, and its mayor, council members, officers, agents, employees and representatives harmless from and against all liability, claims, damages, costs, judgments, losses and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from any act or omission of the Consultant, its officers, agents, employees, contractors and/or subcontractors pertaining to the execution, performance or failure to adequately perform the Work and/or its obligations under this Agreement.

18. **Insurance.**

- A. **General Liability.** Prior to starting the Work and during the full term of this Agreement, the Consultant shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, and for damage to property, including loss of use, which may arise out of operations by the Consultant or by any subcontractor of the Consultant, or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall include, but not be limited to, minimum coverages and limits of liability specified in this Provision 18 or such greater coverages and amounts as are required by law. Except as otherwise stated below, the policies shall name the City as an additional insured for the Work provided under this Agreement and shall provide that the Consultant's coverage shall be primary and noncontributory in the event of a loss.

- B. The Consultant shall procure and maintain the following minimum insurance coverages and limits of liability with respect to the Work:

Worker's Compensation:	Statutory Limits
Commercial General Liability:	\$1,000,000 per occurrence \$1,000,000 general aggregate \$1,000,000 products – completed operations aggregate \$5,000 medical expense
Comprehensive Automobile Liability:	\$1,000,000 combined single limit (shall include coverage for all owned, hired and non-owned vehicles.

- C. The Commercial General Liability policy(ies) shall be equivalent in coverage to ISO form CG 0001, and shall include the following:

- (i) Personal injury with Employment Exclusion (if any) deleted;
- (ii) Broad Form Contractual Liability coverage; and
- (iii) Broad Form Property Damage coverage, including Completed Operations.

- D. During the entire term of this Agreement, and for such period of time thereafter as is necessary to provide coverage until all relevant statutes of limitations pertaining to the Work have expired, the Consultant shall procure, maintain and pay for professional liability insurance, satisfactory to the City,

which insures the payment of damages for liability arising out of the performance of professional services for the City, in the insured's capacity as the Consultant, if such liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is liable. Said policy shall provide an aggregate limit of at least \$2,000,000.00.

- E. The Consultant shall maintain in effect all insurance coverages required under this Provision 18 at Consultant's sole expense and with insurance companies licensed to do business in the state in Minnesota and having a current A.M. Best rating of no less than A-, unless otherwise agreed to by the City in writing. In addition to the requirements stated above, the following applies to the insurance policies required under this Provision:
- (i) All policies, except the Professional Liability Insurance Policy, shall be written on an "occurrence" form ("claims made" and "modified occurrence" forms are not acceptable);
 - (ii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall name "the City of Roseville" as an additional insured;
 - (iii) All policies, except the Professional Liability Insurance Policy and the Worker's Compensation Policy, shall insure the defense and indemnify obligations assumed by Consultant under this Agreement; and
 - (iv) All policies shall contain a provision that coverages afforded thereunder shall not be canceled or non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the City.

A copy of: (i) a certification of insurance satisfactory to the City, and (ii) if requested, the Consultant's insurance declaration page, riders and/or endorsements, as applicable, which evidences the compliance with this Paragraph 18, must be filed with the City prior to the start of Consultant's Work. Such documents evidencing insurance shall be in a form acceptable to the City and shall provide satisfactory evidence that the Consultant has complied with all insurance requirements. Renewal certificates shall be provided to the City prior to the expiration date of any of the required policies. The City will not be obligated, however, to review such declaration page, riders, endorsements or certificates or other evidence of insurance, or to advise Consultant of any deficiencies in such documents, and receipt thereof shall not relieve the Consultant from, nor be deemed a waiver of, the City's right to enforce the terms of the Consultant's obligations hereunder. The City reserves the right to examine any policy provided for under this Provision 18.

19. ***Ownership of Documents.*** All plans, diagrams, analysis, reports and information generated in connection with the performance of this Agreement ("Information") shall become the property of the City, but the Consultant may retain copies of such documents as records of the services provided. The City may use the Information for any reasons it deems appropriate without being liable to the Consultant for such use. The Consultant shall not use or disclose the Information for purposes other than performing the Work contemplated by this Agreement without the prior consent of the City.
20. ***Dispute Resolution/Mediation.*** Each dispute, claim or controversy arising from or related to this Agreement or the relationships which result from this Agreement shall be subject to mediation as a condition precedent to initiating arbitration or legal or equitable actions by either party. Unless the parties agree otherwise, the mediation shall be in accordance with the Commercial Mediation Procedures of the American Arbitration Association then currently in effect. A request for mediation shall be filed in writing with the American Arbitration Association and the other party. No arbitration or legal or equitable action may be instituted for a period of 90 days from the filing of the request for mediation unless a longer period of time is provided by agreement of the parties. The cost of mediation shall be shared equally between the parties. Mediation shall be held in the City of Roseville unless another location is mutually agreed upon by the parties. The parties shall memorialize any agreement resulting from the mediation in a Mediated Settlement Agreement, which Agreement shall be enforceable as a settlement in any court having jurisdiction thereof.

21. **Annual Review.** Prior to _____ of each year of this Agreement, the City shall have the right to conduct a review of the performance of the Work performed by the Consultant under this Agreement. The Consultant agrees to cooperate in such review and to provide such information as the City may reasonably request. Following each performance review the parties shall, if requested by the City, meet and discuss the performance of the Consultant relative to the remaining Work to be performed by the Consultant under this Agreement.
22. **Conflicts.** No salaried officer or employee of the City and no member of the City Council of the City shall have a financial interest, direct or indirect, in this Agreement. The violation of this provision shall render this Agreement void.
23. **Governing Law.** This Agreement shall be controlled by the laws of the State of Minnesota.
24. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be considered an original.
25. **Severability.** The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of this Agreement.
26. **Notices.** Any notice to be given by either party upon the other under this Agreement shall be properly given: a) if delivered personally to the City Manager if such notice is to be given to the City, or if delivered personally to an officer of the Consultant if such notice is to be given to the Consultant, b) if mailed to the other party by United States registered or certified mail, return receipt requested, postage prepaid, addressed in the manner set forth below, or c) if given to a nationally, recognized, reputable overnight courier for overnight delivery to the other party addressed as follows:

If to City:

City of Roseville
Roseville City Hall
2660 Civic Center Drive
Roseville, MN 55113
Attn: City Manager

If to Consultant:

Attn: _____

Notices shall be deemed effective on the date of receipt if given personally, on the date of deposit in the U.S. mails if mailed, or on the date of delivery to an overnight courier if so delivered; provided, however, if notice is given by deposit in the U.S. mails or delivery to an overnight courier, the time for response to any notice by the other party shall commence to run one business day after the date of mailing or delivery to the courier. Any party may change its address for the service of notice by giving written notice of such change to the other party, in any manner above specified, 10 days prior to the effective date of such change.

27. **Entire Agreement.** Unless stated otherwise in this Provision 27, the entire agreement of the parties is contained in this Agreement. This Agreement supersedes all prior oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein. The following agreements supplement and are a part of this Agreement: _____.

IN WITNESS WHEREOF, the undersigned parties have entered into this Agreement as of the date set forth above.

CITY OF ROSEVILLE

By: _____
Mayor

By: _____
City Manager

(NAME OF CONSULTANT)

By: _____

Its: _____

SECTION 3 - STRUCTURE AND CONTENT OF RESPONSE

3.1 RESPONSIVENESS (Pass/Fail)

- Respondents must prepare submissions that follow the format and sequence specified in this RFP. This includes adherence to the format of any attachments.
- The following conditions/criteria must be met in order to be considered responsive:
 - (1) The Respondent will complete and provide all information in **Attachment A**.
 - (2) The Respondent will complete and provide all information in **Attachment B**.
 - (3) The Respondent will complete and provide any exceptions in **Attachment C**.
 - (4) The Respondent will complete and provide all information in **Attachment D**.
 - (5) The Respondent will complete and provide all information in **Attachment E**.
 - (6) The Respondent will complete and provide all information in **Attachment F**.
 - (7) The Respondent will complete and provide all information in **Attachment G**.
 - (8) The Respondent will complete and provide all information in **Attachment H**.
 - (9) The Respondent will complete and provide all information in **Attachment I**.

3.2 FORMATTING REQUIREMENTS

- The formatting requirements apply to the following Attachments. Any additional formatting requirements will be identified each Attachment's description.
 - Attachment E – Risk Plan
 - Attachment F – Project Capability Plan
 - Attachment G – Value Add Plan
- In order to minimize any bias, the attachments identified above must NOT contain any names that can be used to identify who the Respondent is (such as company names, personnel names, project names, product names, etc.). A template for each Attachment is provided in this document and must be used by all Respondents. Respondents are NOT allowed to re-create, re-format, or modify the template (cannot alter font size, font type, font color; add colors, pictures, diagrams, etc.). An electronic copy of this document is available for download and must be used. Each individual attachment must NOT exceed **two (2) pages** and should be completed only on the front side of each page.

3.3 PROPOSAL INFORMATION

- The Respondent will prepare and submit a proposal form (Attachment D)
- All required information must be filled out

3.4 RISK PLAN

- The Respondent must submit Attachment E. The Respondent should list and prioritize major risk items on this project could cause the Respondent's "vision" or "plan" to deviate or not meet the expectations of the client (i.e. risks that the Respondent does not control). This includes sources, causes or actions that are beyond the scope of the contract that may cause cost increases, delays, change

orders, or dissatisfaction from the Owner. Do not include in this submittal any risks caused by a lack of the Respondent's technical competency. The risks should be described in simple terms so that non-technical personnel can understand the risk. The Respondent must also explain how they will mitigate, manage, and/or minimize the risk from occurring. A mitigation and management plan with supporting documented performance references is required for a high rating from the selection committee. This performance information may include where the mitigation plan was used previously, and the impact on performance in terms of customer satisfaction and the number of times it was used and successful.

Evaluation

- The Evaluation Committee will review and rate each Risk Plan document. To receive a high rating, the Respondent must support / document their capability to mitigate, manage, and minimize the risk with either verifiable performance metrics or best value practices with performance measurements references. A submittal that does not support a claim of risk mitigation with performance measurements (previous job customer satisfaction measurements, scope of the measured projects, on time and on budget percentages, deviation rates or a combination of performance measurements that support the claim) may not help the Respondent to gain a high rating.

3.5 PROJECT CAPABILITY PLAN

- The Respondent must submit Attachment F. The Project Capability Plan is to allow the Respondent to differentiate their capability to meet the requirements of this project with a plan that meets time and cost goals. The Respondent must also identify their "vision" or "plan" on the alignment of their expertise over the duration of the project, minimizing risk by tracking time and cost deviation of the project as a capability. The Respondent should also address cash flow and disbursements on the project, and how it is integrated into the schedule. All activities associated with capabilities listed in the Plan must be included in the Respondent's base cost and schedule.

Evaluation

- The Evaluation Committee will review and rate each Project Capability Plan. The evaluators will not be provided with names or any other information prior to evaluating the Plan (to minimize any personal bias). To receive a high rating, the Respondent must use either verifiable performance metrics or best value practices with performance measurements references. The performance information is the documentation that supports the Respondent's claims and which will lead to a high rating.

3.6 VALUE ADDED PLAN

- The Respondent must submit Attachment G. The Value Added Plan provides Respondents with an opportunity to identify any value added options or ideas that may benefit the Owner. These options or ideas may also be referred to as additional or optional services. Where applicable, the Respondent should identify: 1) what the client may have excluded or omitted from its scope; and 2) how these options or ideas have been successful through verifiable performance information and/or best value practices. The Respondent should identify and briefly describe any options, ideas, alternatives, or suggestions to add value to this project, and indicate how the

items will increase or decrease cost (note: a Value Added option **must** have an associated cost impact). All items should be listed in terms of a percentage of the Respondent's total base project cost. The ideas identified in the VA Plan must NOT be included in the Respondent's Total Cost. If applicable, the Respondent should identify if the Value Added claim increases or decreases schedule.

Evaluation

- The Evaluation Committee will review and rate each Value Added Plan. The evaluators will not be provided with names or any other information prior to evaluating the Plan (to minimize any personal bias). To receive a high rating, the Respondent must support value-added options or ideas with either verifiable performance metrics or best value practices with performance measurements references.

3.7 PAST PERFORMANCE INFORMATION

- The Respondent will be required to submit a separate Attachment H for each entity listed below. Past Performance Information (PPI) will be analyzed on the critical entities listed below:
 - Lead Consultant Firm
 - Project Manager
- Please refer to the documents referenced in Exhibit 1 for information on how to collect and submit the PPI Surveys, and information on accessing the PIPS Closeout Survey database. Failure to submit PPI Surveys for a particular entity, if a PIPS Closeout Survey Score is not on file, may jeopardize your proposal's competitiveness.

3.8 INTERVIEWS

- The City may shortlist (if necessary) the top rated Respondents. The shortlisted Respondents may be required to participate in an interview period. Each Respondent should be prepared to discuss and substantiate any area of its proposal, its own proposals for the services required, and any other area of interest relevant to its proposal. The City may interview all critical team members, including (**but not limited to**):
 - Project Manager
- The Owner may also request to interview additional personnel. The City will interview individuals separately. No other individuals (from the Respondent's team or company) will be allowed to sit in, or participate during, the interviews. The City may request additional information prior to interviews. Interviews will consist of a list of questions asked by the City to the Interviewee. Respondents will not be permitted to give a formal presentation, bring in notes, or distribute handouts.
- Important Note: All proposed team members must be available in person for interviews on the date specified in this solicitation. No substitutes, proxies, phone interviews, or electronic interviews will be allowed. Individuals who fail to attend the interview may be given a score of "1" (out of "10"), which may jeopardize the firm's competitiveness. Information presented during the interview may be incorporated into the Contract Documents.

3.9 MILESTONE SCHEDULE

- The Respondent will prepare and submit information regarding their proposed milestone schedule for the Project. The Respondent must take into account any critical dates identified in Section 2 when building their schedule. The milestone schedule is not weighted, nor rated by the Evaluation Committee, but the milestone and detailed schedules will be reviewed and clarified during the Clarification Phase. Failure to complete may result in disqualification.

SECTION 4 - SELECTION OF BEST VALUED CONTRACTOR

4.1 ANALYSIS OF PROPOSALS

- All responsive Respondents will be evaluated based on the criteria outlined in Sections 1.3 and 3. The City may use a decision making tool to assist them in analyzing and prioritizing the Respondents based on the submitted information. All responsive proposals will be evaluated based on the criteria and weights outlined in Section 2.3. The City shall use a decision making tool to assist in analyzing and prioritizing the proposals based on the submitted information.
- The City will determine the potential best-valued Respondent who, in the sole judgment of the City, best meets the requirements of the project. The City reserves the right to clarify or seek additional information on any proposal. The City also reserves the right to re-scope the project, waive irregularities and informalities, and/or cancel and reject all proposals.
- The City shall use a simple linear relationship model to assist in analyzing and prioritizing the proposals based on the submitted information. This model will assign the most points to the Respondent with the best score in each criterion, and fewer points to the other Respondents (based on their relative distance from the best). See the example below (this is only an example).

No	Criteria	Weight	Firm A	Firm B	Firm C	Firm A (Score)	Firm B (Score)	Firm C (Score)
1	Interview	350	5.5	7.0	9.5	203	258	350
2	Cost Proposal	250	\$10,000	\$15,000	\$12,500	250	167	200
3	Risk Plan rating	150	3.5	3.0	8.5	62	53	150
4	PC Plan rating	100	6.5	5.0	7.5	87	67	100
5	VA Plan rating	100	7.2	7.0	9.0	80	78	100
6	PPI score	50	9.5	9.1	9.8	48	46	50
Overall Score:						730	668	950

- In the “Score” column, Firm A receives “250” points for cost because they have the lowest cost. Firm B receives “167” points for cost ($\$10,000/\$15,000 \times 250$ points). Firm C receives “200” points for cost because ($\$10,000/\$12,500 \times 250$ points). The same procedure is repeated for all the criteria/data, and then the Overall Score is calculated for each Firm.

4.2 IDENTIFICATION OF POTENTIAL BEST VALUE

- After prioritizing all of the Respondents, the City will identify the potential best valued consultant in the following manner:
 - If the highest ranked consultant’s Total Cost is within budget and their cost is not more than 10% higher than the next highest ranked consultant’s Total Cost, then they will be invited to the Clarification Phase.

- 2) If the highest ranked consultant is within budget, but is greater than 10% of the second highest ranked consultant's Total Cost, the City reserves the right to invite the second highest ranked consultant to the Clarification Phase.
 - 3) If the highest ranked consultant's Total Cost is over-budget, the City reserves the right to proceed to the highest ranked consultant within the budget (or the City may seek additional funding to proceed with a Consultant that is over the budget).
 - 4) If all of the consultants' Total Costs are over-budget, the City may: obtain additional funds, re-scope the project, or cancel the project.
- If any proposal has a Total Cost that is greater than 10% above or below the average Total Cost of all proposals, the City reserves the right to not consider the proposal.

4.3 CLARIFICATION PHASE

Overview

The Clarification Phase is carried out prior to the signing of the contract. The City's objective is to have the project completed on time, without any Respondent cost increases or delays, and with high customer satisfaction. At the end of the project, the City will evaluate the performance of the Respondent based on these factors, so it is very important that the Respondent pre-plans the project to ensure there are no surprises.

It is the Respondent's responsibility to ensure it understands the scope of the project and clearly identify what they are delivering, and to manage and mitigate the risk of the project. It is the City's responsibility to ensure that it conveys any potential concerns and issues before the contract is signed.

The Clarification Phase provides the Respondent with an opportunity to identify "what is in" and "what is out" of their proposal. This is attached with a milestone schedule and a cost. The City has the right to accept or deny this proposal. The City also has a right to identify their perceived risks, concerns, and issues which it will require the Respondent to mitigate and manage. The major products of the Clarification Phase include the scope of the project, the milestone schedule, the Risk Management Plan (RMP), the cost breakout of the project, and the weekly risk report (WRR). The pre-planning should include all coordination and identification of all risks that cannot be controlled by the Respondent.

In many cases, one of the Respondent's biggest risks (in terms of delivering the service with high satisfaction) is the client. Therefore, it is in the Respondent's best interest to identify any issues or concerns ahead of time during the Clarification Phase. The Respondent should minimize their risk by creating documentation that assists them to be proactive in mitigating risk.

Pre-Planning and Coordination

Respondents may be required to provide the City with supporting documentation of any information listed in their submittals before entering the Clarification Phase. Once the potential best value Respondent is notified, the City may provide a list of risks identified by the other Respondents and a list of any City issues or concerns.

The City requires that the Respondent conduct a Kick-Off Meeting to present their proposal, the milestone schedule, their risk management plan (RMP), and to seek

additional issues or concerns that the City may have. It is also an opportunity to meet all participants who may be a stakeholder in the project. The Respondent is required to perform the following functions as part of, or in preparation for, this Kick-Off Meeting:

- Ensure that the City has invited all City stakeholders and participants to the meeting (including client, subcontractors, designer / AE, interested parties, etc.)
- Present the scope of their services (“what is in” and “what is out”).
- Present their milestone schedule and their risk management plan (RMP). This includes risks and potential mitigation to the risks.
- Identify client responsibilities.
- Identify any RFIs that the Respondent may have.
- Listen to concerns, issues, and comments from the stakeholders.
- Propose a schedule to complete the Clarification Phase and the contract documents.

Once the Clarification Phase Kick-off Meeting is held, and if the City is comfortable with the Respondent's proposal, the Clarification Phase begins. The Respondent will be required to complete the following:

- Revisit the site/buildings/campus to do any additional investigating.
- Coordinate with all parties that will be involved with the project.
- Resolve concerns and issues they have with mitigating actions.
- Finalize the Clarification Phase Documents (contract, WRR, milestone schedule, RMP, project scope.)

Clarification Phase Documents

The final Clarification Phase Document must include the following:

- Finalized scope documents
- Risk Management Plan (RMP)
- Milestone schedule
- Weekly Risk Report format (WRR)
- Project financial summary.
 - The Respondents Original Project Cost
 - A list of agreed/accepted Value Added Options (with impact to cost)
 - A list of agreed upon Scope Changes or Additional Work (if applicable) (with impact to cost)
- Complete detailed project or services schedule.
- Project action item checklist of client actions.
- Project and emergency contact list.

Clarification Phase Summary Meeting

The Clarification Phase Summary Meeting is held at the end of the Clarification Phase and is used to present a summary of what was developed and agreed upon during the Clarification. The Clarification Phase meeting is not a question and answer session. All coordination and planning with the client should be done prior to the meeting.

The Respondent should give a presentation, which walks the City through the entire project and summarizes all of the coordination and planning done during the Clarification Phase. The Respondent should bring their team. The Respondent should come with documents explaining what the City is responsible for in this project and should identify

exactly what they want from the City with due dates. The Respondent must convince the City that they have minimized all risks and will not be surprised once the project begins. The Clarification Phase Summary meeting presentation (and meeting minutes, if applicable) will become part of the contract along with the other documents from the Clarification Phase Document.

SECTION 5 – POST AWARD PROCEDURES

5.1 WEEKLY REPORTING SYSTEM

The awarded Respondent will be required to submit a Weekly Risk Reporting (WRR). The WRR is a tool for the City to analyze the performance of the project based on risk. The WRR is expected to take minimal effort from the Respondent (approximately 5 minutes per week). The WRR does not substitute or eliminate weekly progress reports or any other traditional reporting systems or meetings that the Respondent may do.

The purpose of the WRR is to allow the Respondent to manage and document all risks that occur throughout a project. Risk is defined as anything that impacts project cost or project schedule. This includes risks that are caused by the Respondent (or entities contracted by the Respondent), and risks that are caused by the City (scope changes, unforeseen conditions, etc).

The weekly report is an excel file that must be submitted on Friday of every week. The report is due every week once the award has been made, and must be submitted every week until the project is 100% complete (and final payment has been received). Please contact the City's Project Manager if you have not received an electronic version of the spreadsheet (after the start date of the contract). A video tutorial is available to the successful Respondent that provides additional information on the report.

The report must be emailed to:

- Lonnie Brokke
lonnie.brokke@ci.roseville.mn.us
- Jeff Evenson
jeff.evanson@ci.roseville.mn.us
- Bill Malinen
bill.malinen@ci.roseville.mn.us
- mn-weekly@pbsrg.com

POST PROJECT EVALUATION

Upon completion of the project, the Respondent will be evaluated based on their performance on the project. This includes, but is not limited to: overall quality, ability to manage the project, ability to minimize complaints, ability to minimize City's efforts, ability to minimize project delays, ability to minimize cost increases, and submission of accurate weekly reports.

The final rating will be replace the Consultant's PPI score, and may be considered on future projects.

ATTACHMENTS

ATTACHMENT A:	Respondent Offer- Signature and Certification Form
ATTACHMENT B:	Respondent Profile Form
ATTACHMENT C:	Exception to Award Terms and Conditions
ATTACHMENT D:	Proposal Form
ATTACHMENT E:	Risk Plan Template
ATTACHMENT F:	Project Capability Plan Template
ATTACHMENT G:	Value Added Plan Template
ATTACHMENT H:	Reference List and Past Performance Information Score
ATTACHMENT I:	Statement of Non-Collusion
EXHIBIT 1:	Past Performance Information

ATTACHMENT A

RESPONDENT OFFER - SIGNATURE AND CERTIFICATION FORM

The undersigned has carefully examined all instructions, requirements, specifications, terms and conditions of this RFP; understands all instructions, requirements, specifications, terms and conditions of this RFP; and hereby offers and proposes to furnish the products and/or services described herein at the prices quoted in the Respondent's proposal, and in accordance with the requirements, specifications, terms and conditions of this RFP.

The Respondent also certifies:

1. Its proposal is a valid and irrevocable offer for the City's acceptance for a minimum of 90 days from the Submittal Date and Time shown in the Submittal Guidelines (Page 2) of this RFP to allow time for evaluation, negotiation, selection, and any unforeseen delays, and that its proposal, if accepted, shall remain valid for the life of the contract.
2. It is a reputable company regularly engaged in providing products and/or services necessary to meet the requirements, specifications, and terms and conditions of this RFP.
3. It has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the requirements, specifications, and accepts terms and conditions of this RFP.
4. It is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances.
5. All statements, information, and representations prepared and submitted in response to this RFP are current, complete, true, and accurate. The Respondent acknowledges that the City will rely on such statements, information, and representations in selecting the successful Respondent.
6. It is not currently debarred or suspended from doing business with the Federal Government, the State of Minnesota, the City of Roseville, or any of their respective agencies.
7. It shall be bound by all statements, representations, warranties, and guarantees made in its proposal, including but not limited to, representations as to performance, and financial terms.
8. Submission of a proposal indicates the Respondent's recognition that some subjective judgments may be made by the City as part of the evaluation.

Signature:

Name (type or print):

Title (type or print):

Date:

ATTACHMENT B

RESPONDENT PROFILE FORM

Purchase Orders should be faxed to:

Firm Name:	
Contact Person:	Title
Street:	
City, State, Zip:	
Phone:	Fax:
Web Address:	
E-Mail Address:	

Payments should be mailed to:

Firm Name:	
Contact Person:	Title:
Street:	
City, State, Zip:	
Phone:	Fax:
Do you accept Master Card?	Yes: _____ No: _____
Payment Terms: Net 30	
Federal Tax ID# or Social Security #:	MN State Tax ID#:
Signature of Authorized Agent:	Date:

EXCEPTIONS TO AWARD TERMS AND CONDITIONS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

ATTACHMENT D

PROPOSAL FORM

PROJECT TEAM

Name of Lead Consultant Firm: _____

Name of Project Manager: _____

SCHEDULE

Project Duration (Substantial): _____ (Calendar Days)

Note: The Substantial Duration should include the total time from the Notice To Proceed to substantial completion.

Project Duration (Total Time): _____ (Calendar Days)

Note: The Total Project Duration should include the total time from the Notice To Proceed until final project payment is made. This includes: permitting, warranties, long lead items, punch list items, commissioning, and final payment, etc)

COST

Final Concept Plans \$ _____ (Lump Sum)

**Documentation of established
Construction and Design Standards** \$ _____ (Lump Sum)

**Documentation of recommended
Natural Resource and Trail Projects** \$ _____ (Lump Sum)

Fully update Master Plan Document \$ _____ (Lump Sum)

Other Costs \$ _____ (Lump Sum)

TOTAL COST \$ _____ (Lump Sum)

Name of Company

Printed Name of Firm Representative

Signature of Firm Representative

Phone

Fax

Date

ATTACHMENT E

RISK PLAN

This template must be used. The Risk Plan should address the risks that the Respondent **does NOT control**. The risks should be prioritized (list the greatest risks first). The Respondent may add or delete Risk table templates, but do not exceed the **2-page** limit. Do NOT include any identifying information in the Plan. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Risk 1 Description:

Solution:

Documented Performance:

Risk 2 Description:

Solution:

Documented Performance:

Risk 3 Description:

Solution:

Documented Performance:

Risk 4 Description:

Solution:

Documented Performance:

Risk 5 Description:

Solution:

Documented Performance:

ATTACHMENT F

PROJECT CAPABILITY PLAN

This template must be used. The Project Capability Plan should identify the Respondent's **capability to meet the project's requirements** with a plan that meets time and cost goals. The capability claims should be prioritized (list the most important claims first). The Respondent may add or delete Project Capability Claim table templates, but do not exceed the **2-page** limit. Do NOT include any identifying information in your Plan. Information listed under the "Documented Performance" line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

Project Capability 1 Claim: _____
Documented Performance: _____

Project Capability 2 Claim: _____
Documented Performance: _____

Project Capability 3 Claim: _____
Documented Performance: _____

Project Capability 4 Claim: _____
Documented Performance: _____

Project Capability 5 Claim: _____
Documented Performance: _____

ATTACHMENT G

VALUE ADDED PLAN

Identify any options, ideas, alternatives, or suggestions to add value to this project. Include a short description of how it adds value to the project and identify if the items will increase or decrease schedule, cost, or satisfaction. All cost and schedule impacts associated with these value added options must NOT be included in your base cost/schedule. You may add/delete additional rows if necessary but do not exceed the **2-page** limit.

Item 1 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact (%): _____ **Schedule Impact (%)** _____

Item 2 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact (%): _____ **Schedule Impact (%)** _____

Item 3 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact (%): _____ **Schedule Impact (%)** _____

Item 4 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact (%): _____ **Schedule Impact (%)** _____

Item 5 Claim: _____
How will this add value? _____
Documented Performance: _____
Cost Impact (%): _____ **Schedule Impact (%)** _____

ATTACHMENT H

REFERENCE LIST AND PAST PERFORMANCE INFORMATION SCORE

A **separate** Attachment H is required for **each** Entity (those without a PIPS Closeout Survey) as identified in the RFP. Refer to Exhibit 1 for instructions on how to collect the customer surveys. NOTE: Firms (company) entities must submit **5 surveys**, and individual (person) entities must submit **3 surveys**.

Name of Entity:

Reference List

NO	FIRST NAME	LAST NAME	PHONE NUMBER	COMPANY NAME	PROJECT NAME	DATE COMPLETED	PROJECT COST (\$)
1							
2							
3							
4							
5							

Past Performance Information Score

No	Criteria	Survey 1	Survey 2	Survey 3	Survey 4	Survey 5	Average
1	Ability to manage the project cost						
2	Ability to maintain project schedule						
3	Quality of workmanship						
4	Professionalism and ability to manage						
5	Close out process						
6	Communication, explanation of risk, and documentation						
7	Ability to follow the users rules, regulations, requirements						
8	Overall customer satisfaction and comfort level in again						
Overall Average Score:							

Attachment I

Statement of Non-Collusion

The following statement shall be made as part of the Consultant proposal.

I affirm that I am the Consultant, a partner of the Consultant firm, or an officer or employee of the Consulting corporation with authority to sign on the Consultant's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement, or understanding with any other consultant designed to limit competition.

I hereby affirm that the contents of this proposal have not been communicated by the Consultant or its agent to any person not an employee or agent of the City.

Signed

Print Name

Title

Firm Name

Address

City / State / Zip Code

Telephone and Fax Numbers

Email Address

EXHIBIT 1

PAST PERFORMANCE INFORMATION

Please browse to www.pbsrq.com/ppi for survey collection instructions, customer survey templates, and access to PIPS Closeout Survey scores. Please use the “**Designer** Survey Template” for collecting surveys.

StarTribune

Roseville play finds common ground

Article by: ANNA PRATT
Special to the Star Tribune
August 1, 2012 - 4:45 PM

Writing "Twist of Fate," playwright and director Tyler Olsen imagined two groups of teenagers stranded on a tropical island as a result of a cyclone and tornado.

The final product from the Rosetown Playhouse, a community theater group in Roseville, is about navigating cultural and personal differences to find common ground.

It brings together 25 teenagers. Some were born in America. Others are political refugees from Myanmar and Thailand who belong to an ethnic group known as the Karen (pronounced Ka-REN).

Rosetown is preparing "Twist of Fate" for its run at the Mixed Blood Theatre in Minneapolis. The play begins Thursday and goes through Aug. 12 as one of 165 shows in the Minnesota Fringe Festival.

To pull it off, the theater group partnered with the Roseville parks system, which provided rehearsal space at Villa Park, where the group also performed last week.

Rosetown connected with refugees through the Karen Organization of Minnesota (KOM), a St. Paul-based nonprofit that provides assistance to local Karen. The Karen "have long been subject to persecution and ethnic cleansing by the Burmese government," according to KOM information that refers to Myanmar by its previous name, Burma.

Although Olsen had a basic framework for the play from the outset, the idea was to make "Twist of Fate" a collaborative effort with the actors. This was a unique challenge considering that some of the Karen people have been in the country for less than a year, and speak little English, he said.

It helped to have dance instructors who doubled as translators, he said.

Tapestry in words, action

As a part of the creative process, Olsen questioned the teenagers about everything from their favorite foods to sad and happy memories. He wove many of their comments and individual quirks into the script, alternating lines in English and Karen.

Everything from one actor's love of yoga to another's incessant singing ended up in the play.

Behind the scenes, the cast members have grown closer, playing in the rain and sharing food. This bonding is reflected onstage.

"It's been great seeing kids open up on both sides," Olsen said. "It gives a taste of what life is like for people."

Personal history



Henry Htoo, 17, practiced a dance routine for "Twist of Fate." The cast includes American-born teenagers and young political refugees.

Marlin Levison, Star Tribune

IF YOU GO

What: "Twist of Fate," a play from Rosetown Playhouse community theater, the Karen Organization of Minnesota and the Roseville Parks and Recreation Department. The play is part of the Minnesota Fringe Festival.

When: Thurs. 7 p.m.; Fri. 8:30 p.m.; Sun., 4 p.m.; Aug. 9, 8:30 p.m.; Aug. 12, 1 p.m.

Where: Mixed Blood Theatre, 1501 S. 4th St., Minneapolis

Cost: Single tickets for adults \$12 and children \$4 (Fringe Festival ticket packages also are available.)

To order tickets or to find out more about the play and the Rosetown Playhouse, check out <http://www.rosatownplayhouse.org/>.

The show blends the serious and the comic, and plenty of movement and song, including a traditional Karen dance.

At times, the actors use their arms and legs to portray turbulent waves. They make jungle noises. Often, they communicate with each other and with the audience with universal gestures and expressions.

Htee Saw, 16, who came to St. Paul from Thailand nearly a year ago, sings a solo in Karen about her people's struggle, which strikes a personal chord. As a 3-year-old, she ran into the jungle to hide from soldiers who killed some of her family members. She went without food for a week.

For the love - not! - of pigs

The sad song speaks to the resilience of the Karen. "If we have a problem, we never give up," she said.

On a lighter note, something else she spoke of during rehearsal one day -- the fact that she hated her family's pig back in Thailand -- turned up in a whimsical way.

The pig -- she has vivid memories of the animal's stench -- is portrayed onstage crossing the ocean, symbolizing the Karen people's journey. At one point the pig plants a kiss on Saw's cheek. "In the show I say, 'I hate that pig!'" she beamed.

Laughter lives on

That kind of candor has made the show meaningful to Anna Roemer, 16, of Shoreview.

Even though they have been through so much, the Karen can "tell these stories and still laugh and be overjoyed with something as simple as finding a berry tree in the park," she said.

"This experience has made me look at the way I live life differently," Roemer said, "and at the things I take for granted."

Anna Pratt is a Twin Cities freelance writer.

Mom, Dad, This Playground's for You

By **WINNIE HU**

IT was a classic father-son moment, reversed: The 2-year-old sat and watched patiently as his parent hung upside down from the monkey bars. A few feet away, a white-haired man skipped across an S-shaped metal beam. Another man squeezed his six-foot frame onto a metal rack for situps, and two others hoisted themselves up chin-up bars.

Never mind the punishing diets, the gym dates and the doctors' warnings, the quest to live a healthier, more active lifestyle has come to this: playgrounds for adults.

New York City is testing its first such playground in Macombs Dam Park in the Bronx, and plans to bring as many as two dozen more to neighborhoods across the five boroughs in the next 18 months, park officials said.

The goal is to lure people off their couches and into the outdoors with specially designed playground equipment — in grown-up shades like forest green and beige — that recall the joy of childhood play while tightening up flabby abs, thighs and triceps.

Though there are no swings or slides — these are essentially outdoor gyms — such playgrounds not only have the look of traditional children's play spaces, but they are also built in some cases by the same manufacturers.

The adult playground concept is borrowed from China and parts of Europe, where outdoor fitness areas for adults have become as routine as high-fiber diets or vitamin D supplements in preventive care, particularly for older people.

Now a growing number of city and park officials, health experts and community leaders throughout the country are praising the health and social benefits of adult playgrounds. They say that the playgrounds will succeed where treadmills have failed in combating rising rates of obesity and related illnesses by enticing the grown-ups out for play dates.

“Let's face it, most of us dread going to the gym,” said Dr. David Ludwig, a Harvard Medical School professor who directs the Obesity Prevention Center at Boston Children's Hospital. “The point is to make physical activity fun, easy and accessible, so it's the normal thing to do.”

Adult playgrounds have spread across the nation, including to Miami-Dade County in Florida, where four fitness zones with advanced strength-training equipment opened this year in neighborhoods with high rates of cardiovascular diseases. San Antonio has added outdoor fitness stations to 30 parks since 2010. Los Angeles has 30,

with 15 more on the way, after park officials found, to their surprise, there were “lines of people waiting to use the equipment.”

And two mothers in Washington State, Paige Dunn and Kelly Singer, started a grass-roots campaign last year to build “[Momentum](#)” sites to help new mothers shed their baby weight; each site would face a children’s play area and hold seven pieces of equipment that specifically target problem areas. The women raised \$30,000 to open the first one in Auburn, Wash; a second will be dedicated in Redmond, Wash., next month.

In New York City, where adults are banned from playgrounds unless accompanied by a child, the \$200,000 Bronx playground with 15 pieces of equipment opened two years ago as part of an effort to get more people out to the parks to exercise and slim down. Parks officials said it had been popular enough that the city was now planning a rapid expansion.

“This represents a continuing evolution of both parks and playgrounds,” said [Adrian Benepe](#), the parks commissioner.

This fall, the city will build a second adult playground with upgraded amenities — river view, exercise mats, chess tables, a sign that says, “Adult Space” — at John Jay Park on the Upper East Side. Councilwoman Jessica Lappin, who represents the neighborhood, said she had secured \$250,000 in city money for the project after some of her older constituents pointed out, “There are tot lots, but there’s no place for us.”

“A lot of these people live alone,” she said. “So going outside to the park, and being part of the activity of the park, is important to them.”

About 150 spots in city parks have one or two pieces of old-fashioned adult fitness equipment, mostly static pieces like chin-up bars. And parks elsewhere have had fitness circuits for years, though usually they’ve been fairly modest. Many of the new adult playgrounds will have comprehensive workout areas and equipment with moving pieces.

As public policy, adult playgrounds have proved far easier to sell as an anti-obesity measure than, say, a proposed ban on large sodas. They produce almost no noise or car traffic, take up little space and are cheaper to build than children’s playgrounds, though the cost varies depending on size and location.

“They’re not controversial,” said Michael Shull, a parks superintendent in Los Angeles, which spends an average of \$40,000 on a site for adults, versus \$300,000 for children. New York City’s adult playgrounds will cost from \$75,000 for the smallest one, with five pieces of equipment, to more than \$200,000, park officials said. In contrast, children’s playgrounds typically start at \$500,000, with the majority running \$1 million to \$2 million.

The demand for adult-size equipment has created a niche business in an industry that once catered mainly to the elementary school set. GameTime, one of the largest manufacturers of children’s playground equipment, introduced a new adult line in 2009 called iTrack, which includes elliptical trainers and rowing machines. Outdoor Fitness in

Colorado has worked with more than 600 adult sites since 2005, according to Barry King, the founder. In addition to sites in public parks, the equipment is being installed at residential developments and business complexes.

Jim Sargen, a former technology executive who started TriActive America in California, which has supplied 470 adult sites since 2004, half in the past three years, said he discovered firsthand while traveling in Beijing in 2002 that exercise could be passed off as play. “My wife, who doesn’t normally exercise, climbed onto one of the pieces,” he recalled. “She said, ‘It’s kind of fun,’ and an idea clicked.”

The adult playground in the Bronx, the city’s poorest borough and a place dogged by troubling health statistics, is built on top of a parking garage and sandwiched between a track and basketball and handball courts. It has attracted regulars like Brian Ferreira, 20, who once tried working out at a children’s playground near his home in Soundview, only to draw stares from the parents. Now he hops onto two trains and a bus, three times a week, to have a playground of his own. “I use every piece of equipment,” he said. “It’s good endurance training.”

On a recent morning, regulars and newcomers alike drifted onto the playground and waited patiently — no tears or whining here — to use the equipment; one of the most popular was a pair of metal seats that any child would have loved, rising and falling with the push of foot pedals.

The morning hours brought fathers with toddlers, and muscled older men who wore gloves and earphones and effortlessly executed situps, push-ups and pull-ups. They retreated when noisy teenagers passed through bouncing basketballs and running around the equipment without stopping to use any.

In the afternoon, a 30-year-old court clerk swung from the monkey bars during his lunch hour. Others just watched.

“Oh no, I’m past my prime,” said Daren Trapp, a bus driver with a tummy bulge who was among the observers. “It’s out in the open, and I guess I’m a private individual.”

But Colette Prosper, an unemployed mother of five, and her daughter, Iesha, 21, came ready to sweat. It was their third time at the playground in a week; the first time, a stranger had to show them how to use the equipment. Ms. Prosper, 45, who said she was trying to lose 40 pounds, said her clothes were already feeling looser.

“It’s a free membership, and I like what they have to offer,” she said. “I’m getting older, so I’m trying to get everything in shape.”

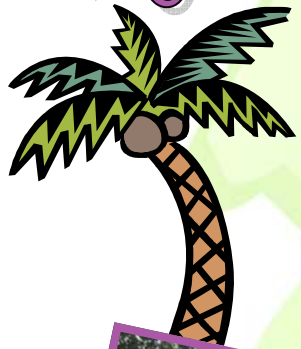
Discover

YOUR Parks



Summer 2012 Event Tour Presents

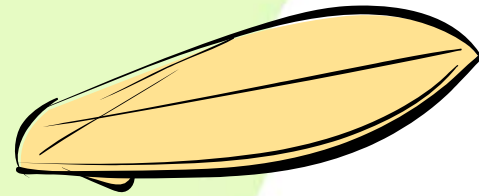
Random Acts of Recreation



Wednesday August 8 from 6:30-8pm

Langton Lake Park

THEME: Surf's Up



**Roseville Parks & Recreation brings the fun to YOUR Neighborhood!
Each Discover Your Parks event includes a Bounce Castle, Puppet
Wagon show, playground fun, refreshments and other surprises.**

**For our Surf's Up party we will have fun fishy crafts and plenty of fun
-in-the-sun activities! So grab your surf boards and join us for some ocean
fun!**



651-792-7006 ~ www.cityofroseville.com/parks

Langton Lake Park is located at 1894 County Road C2 West ~ Roseville

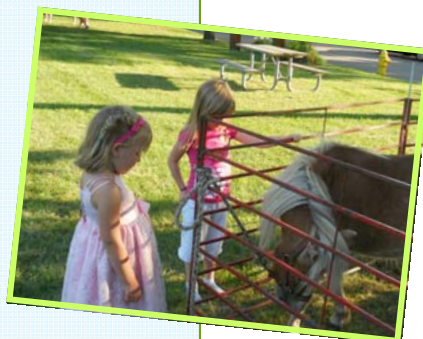
Discover YOUR Parks

Summer 2012 Event Tour



Join us for an evening (6:30-8pm) of family fun and neighborhood connections at Langton Lake Park!

Discover Your Parks events are a great opportunity to visit with Parks and Recreation Commissioners and Volunteers to discuss the future of Roseville Parks, as we begin implementing Master Plan projects.



**Can't join us this time?
Save the date for others!**

Wed. Aug 8 @ Langton Lake

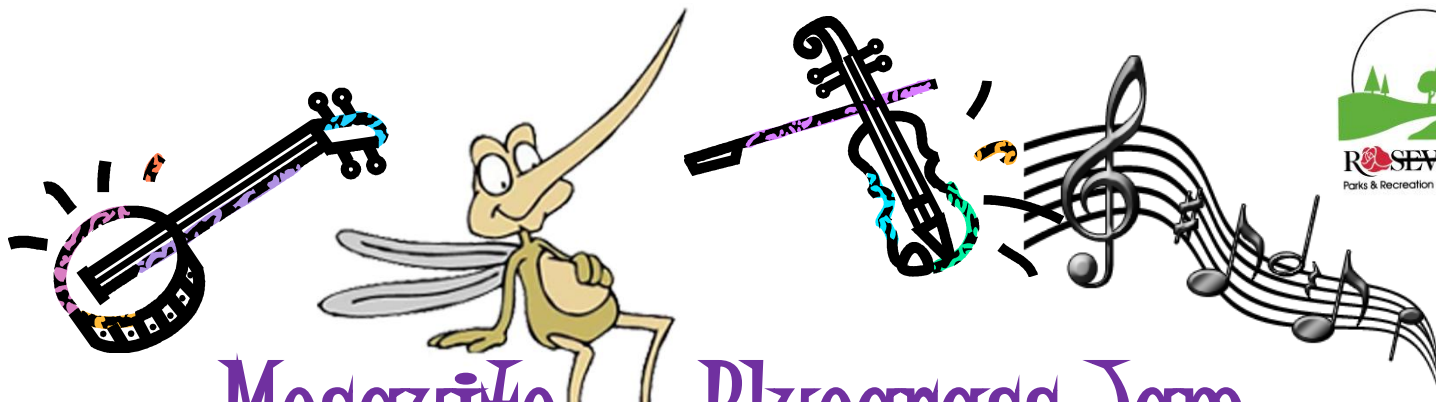
Tue. Aug 14 @ Reservoir Woods

**Wed. Aug 15 @ Harriet Alexander
Nature Center**



651-792-7006
2660 Civic Center Dr.
Roseville, MN 55113

www.cityofroseville.com/parks



Mosquito Bluegrass Jam

Sunday, August 5 2-8pm

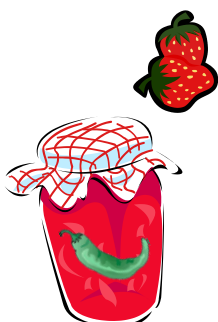
presented by:

Café Zia

Concessions
available!

Featuring:

- ❖ Phil Nusbaum from KBEM's Bluegrass Saturday Morning as MC!
- ❖ Roseville's own Bill Cagley to lead a beginner's music jam!
- ❖ Mosquito activities by the Harriet Alexander Nature Center!
- ❖ **Hot 'n' Spicy JAM-boree!** (a hot 'n' spicy jam contest)



Schedule:

2-3:45pm

Public Music Jam

(A "jam" is an OFFSTAGE informal music session for drop-in musicians.
It's a fun thing to watch!)

4:00pm

The Wild Goose Chase Cloggers

5:30pm

The Puddle Jumpers

7:00pm

The Roe Family Singers



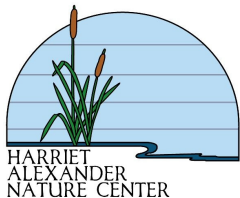
This event is supported in part by the Minnesota Bluegrass and Old Time Music Association,
and is funded in part by the Minnesota Arts and Cultural Heritage Fund as appropriated by the
Minnesota State Legislature with money from the vote of the people of Minnesota on November 4, 2008.

Performances in the Park — LIVE AT THE ROG 2012

presented by:

Frank Rog Amphitheatre at Lexington Ave and County Rd C in Roseville's beautiful Central Park
www.CityofRoseville.com/Parks - follow the link to Summer Entertainment



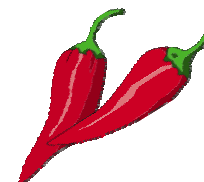


Hot *n' Spicy JAMboree!



What: Hot jam/jelly contest, run by the Harriet Alexander Nature Center (HANC)
Date: **August 5, 2012**, during the Mosquito Bluegrass Jam at The Rog, Central Park

- **July 30-Aug. 3 – Registration.** Must bring in 2 half-pint jars of jam/jelly (unlabeled) to Parks and Recreation, Roseville City Hall, 2660 Civic Center Dr. No late entries allowed.
- Registration fee of \$5.00 (fee goes to the HANC budget)
- Can bring up to 10 more, self-labeled (if desired), half-pint jars for selling.
- After all contestants have registered, each entry is assigned a letter of the alphabet at random, starting with A. Stickers with that letter will be applied to all of the jars, both the two for tasting as well as the ones left for selling.
- Aug. 5 (day of the event)
 - 3:00pm -6:00pm – Judging period (*see below*)
 - At 3:00pm we also begin selling any extra jars (*see below*)
 - At around 6:30pm – winners will be announced during a break during a music performance.
 - At 8:00pm (or at end of last performance) – selling ends, unless it's all sold before then. Contest participants can pick up any unsold jars.
- Any unopened second jars of jelly intended for contest judging are the property of HANC.



Judging method

- Visitors purchase, for \$1, a plate with samples of every entry jam/jelly. Each sample is labeled with the entrant's assigned letter (A, B, C, etc.). The "judges" are also given a tasting spoon and a "coin" with which to cast their vote.
- They can purchase a second plate if want to taste again, but only one "coin" (vote) per person.
- Visitors make their choice by putting their "coin" in the labeled (A, B, C, etc.) coffee can of their favorite.
- At end of judging period (3-6 pm), we count the number of "coins" in each coffee can. Most coins is first place, etc.
- Prizes are awarded for at least first place, with further prizes dependent on the number of entries.

Selling the extra jars

- For those that choose to bring extra jars (up to 10), beyond the 2 half-pints required, they will be sold during the event to anyone interested for \$5/jar. Of this, \$1 will go to HANC (as a commission) and \$4 will be given to the entrant in the form of a check to be sent from P&R after the event.
- If desired, registrants can prepare and affix their own labels and put on the jars to be sold.
- Records will be made for all registrants that choose to sell, listing number of jars brought in; number sold; number of jars, if any, being returned; and amount of check to be forthcoming from P&R. A receipt will be prepared at the end of the event.
- All left-over jars from the selling table can be picked up at the end of the event, otherwise they must be picked up no later than a week after the event at HANC (by 4:00 pm, Sunday, August 12). All jars not picked up by then become the property of HANC. The nature center is located at 2520 N. Dale Street, open Tuesday-Sat., 10-1, Sunday 1-4.
- All empty jars are the property of HANC.





Roseville Central Park Foundation Flying Colors Community Festival

Fun for the Whole Family!



Thursday, August 9, 2012 – 5 to 9 pm
Central Park Dale Street Athletic Fields
Just North of Muriel Sahlin Arboretum

**Hot-Air
Balloon Rides!**

**Build and
Fly a Kite!**

FREE ADMISSION!

Live  *Music*



Food Concession

Donation Opportunities

Jump Castle

ROSEVILLE GYMNASTICS CENTER

Roseville Parks & Recreation Department
www.rosevillegymnastics.org

FALL SESSION 2012

September 10th – November 21st (10 weeks)

(Please refer to back for class dates)

PRESCHOOL

Boys & Girls ages 3-5

2111.316	Beginner I	Mon	5:00-5:45 pm	\$82
2111.317	Beginner I	Mon	7:00-7:45 pm	\$82
2111.318	Beginner I	Tues	6:00-6:45 pm	\$82
2111.320	Beginner I	Wed	5:00-5:45 pm	\$82
2111.319	Beginner I	Sat	9:00-9:45 am	\$82
2112.313	Beginner II	Mon	6:00-6:45 pm	\$82
2112.314	Beginner II	Tues	5:00-5:45 pm	\$82
2112.315	Beginner II	Wed	7:15-8:00 pm	\$82
2112.316	Beginner II	Sat	10:00-10:45 am	\$82
2113.310	Intermediate	Tues	7:00-8:00 pm	\$105
2113.311	Intermediate	Wed	6:00-7:00 pm	\$105
2113.312	Intermediate	Sat	11:00 am-12:00	\$105

GIRLS

ages 6-14

2121.312	Beginner I	Tues	4:45-5:45 pm	\$87
2121.313	Beginner I	Thur	6:15-7:15 pm	\$87
2121.314	Beginner I	Sat	10:45-11:45 am	\$87
2122.311	Beginner II	Mon	6:15-7:30 pm	\$103
2122.312	Beginner II	Wed	4:30-5:45 pm	\$103
2122.313	Beginner II	Sat	11:45 am-1:00	\$103
2123.309	Intermediate	Mon	4:30-6:00 pm	\$120
2123.310	Intermediate	Wed	6:00-7:30 pm	\$120
2123.311	Intermediate	Sat	9:00-10:30 am	\$120
2124.308	Advanced I	Thur	4:30-6:00 pm	\$120
2124.309	Advanced I	Sat	9:00-10:30 am	\$120
2125.307	Advanced II	Tues	6:00-8:00 pm	\$152
2125.308	Advanced II	Sat	10:30 am-12:30	\$152
2126.303	Advanced III	Mon	4:30-6:30 pm	\$152

Gently used leotards available on-site during the first week of class. Most leotards are just \$5.

All proceeds benefit Roseville Gymnastics Center.

We also accept donations of any of your out-grown gently used leotards

REGISTRATION INFORMATION

REGISTRATION BEGINS AUGUST 6th

ONLINE REGISTRATION: www.cityofroseville.com/parks

NON-RESIDENT FEE: \$8.00 for those participants who do not live in Roseville

Registrations can be mailed or will be taken at:

ROSEVILLE PARKS & RECREATION (651) 792-7006
2660 Civic Center Drive Roseville, MN 55113

Classes will be held at: (map on back)

ROSEVILLE GYMNASTICS CENTER (651) 792-7166
1238 W. County Road B-2 Roseville, MN 55113

Registrations will also be taken at the Gymnastics Center during class hours up to one week prior to the start date of the class. We will not take any registrations on the first day of the class.

Class sizes are limited to an 8 to 1 student-teacher ratio. Roseville Gymnastics reserves the right to cancel any class with less than 6 students enrolled. All registrations are first come – first served.

Registration Form Make Checks payable to: ROSEVILLE PARKS & RECREATION

Name _____ Birthdate _____ Phone _____

Address _____ City _____ Zip Code _____

Parent's Name _____ E-mail _____

Class Program # _____ Fees: Class Fee _____ Form of payment ☐ Check ☐ Cash

Level _____ Non Resident Fee _____ ☐ Visa ☐ Mastercard Exp Date _____

Day _____ TOTAL: _____ Credit Card # _____

Time _____ Name on card _____

Tennessee Warning: The information requested on this registration will be used to verify eligibility and determine staff, facility and equipment needs. You/your child's name, age, grade level, address, telephone number and health information will be provided to city staff, volunteers, the city attorney, insurer and auditor. Although you are not legally required to disclose this information, failure to do so will prevent you/your child from participating in the program.

Roseville Gymnastics offers classes for girls and boys ages 3-14 years old. It is our goal to teach in a positive, fun and safe environment. Through gymnastics, we strive to develop self-esteem and physical fitness. Our program is suited for recreational, developmental and competitive gymnasts.

Questions can be answered at:

Roseville Parks & Recreation Office
Day hours : 651-792-7006

Roseville Gymnastics Center
Evening hours: 651-792-7166
rosevillegymnastics@comcast.org

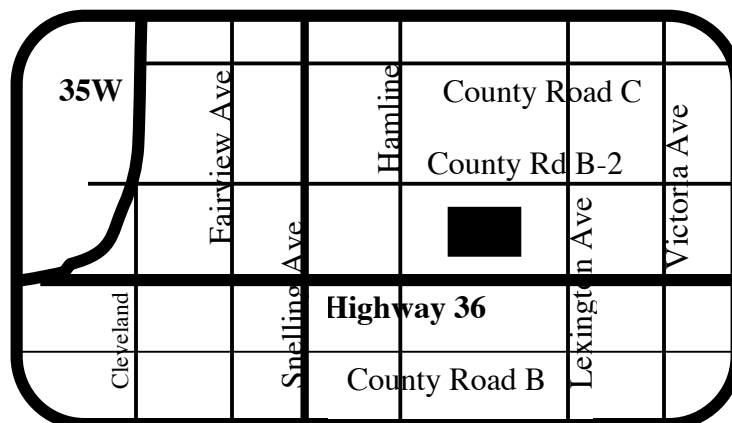
All Classes will be held at:

ROSEVILLE GYMNASTICS CENTER

1238 W. County Road B-2 Roseville, MN 55113

PHONE: (651) 792-7166

Gym is attached to Roseville Area High School North side of the building



FALL SESSION 2012 September 10th – November 21st

Classes will meet on the following days:

	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>SATURDAY</u>
Week 1	Sept 10	Sept 11	Sept 12	Sept 13	Sept 15
Week 2	Sept 17	Sept 18	Sept 19	Sept 20	Sept 22
Week 3	Sept 24	Sept 25	Sept 26	Sept 27	Sept 29
Week 4	Oct 1	Oct 2	Oct 3	Oct 4	Oct 6
Week 5	Oct 8	Oct 9	Oct 10	Oct 11	Oct 13
Week 6	Oct 15	Oct 16	Oct 17	Oct 18	Oct 20
Week 7	Oct 22	Oct 23	Oct 24	Oct 25	Oct 27
Week 8	Oct 29	Oct 30	Nov 7	Nov 1	Nov 3
Week 9	Nov 5	Nov 6	Nov 14	Nov 8	Nov 10
Week 10	Nov 12	Nov 13	Nov 21	Nov 15	Nov 17
No Class			Oct 31		

PRESCHOOL

ages 3-5

Beginner I Teaches basic movement and tumbling skills. Helps to improve body awareness, motor skills, coordination, balance and listening skills. Uses modified equipment with a fun and creative approach to learning.

Beginner II For beginner level preschoolers who have previously taken gymnastics class. Gymnast should have mastered the skills from Beginner I. Must be able to perform a forward roll and donkey kicks on the floor, and walk on a low balance beam unassisted.

Intermediate For preschool gymnasts who have mastered the Beginner II skills. Must be able to perform a bridge on the floor, and walk on the high balance beam. Will begin to transfer skills to the regulation equipment.

Hot Shots An advanced level class for gymnasts ages 4-6 who have shown high potential to develop into a competitive gymnast. Gymnasts are chosen from our preschool and instructional classes based on strength, skill level, and a positive attitude. Gymnasts may register with permission only.

Dyno's An accelerated class for gymnasts ages 5-8. This class is designed to speed the transition into competitive gymnastics. Gymnasts are chosen from our preschool and instructional classes based on strength, flexibility, and a desire to make a commitment to gymnastics. Gymnasts may register with permission only.

GIRLS

ages 6-14

Beginner I Emphasis is on tumbling skills with exposure to the balance beam, uneven bars, vault and dance. This class is suited for girls who have never taken a gymnastics class before.

Beginner II For beginner level gymnasts who have previously taken a gymnastics class. Gymnast should have mastered skills from Beginner I. Must be able to perform a cartwheel on floor and walk on a high balance beam unassisted. Basic skills are taught on all events.

Intermediate Should have mastered skills from Beginner II. Must be able to perform a handstand forward roll and round-off on the floor and a pullover on the bars. Gymnasts will learn to perfect their basic skills as well as learn more advanced skill on all events.

Advanced I For gymnasts who have mastered skills from the intermediate level. Must be able to perform a backbend-kickover and front limber on the floor, and a back hip circle on the bars. There is an emphasis on strength, flexibility and form.

Advanced II For gymnasts who have mastered skills from the Advanced I level. Must be able to perform a front and back handspring on the floor and a cartwheel on the high balance beam. Prepares the gymnast for high school competition.

Advanced III An advanced level class for gymnasts ages 10-14. Prepares the gymnast for high school competition. Gymnasts may register with permission only.



Roseville Parks and Recreation
 2660 Civic Center Drive
 Roseville, MN 55113
 For more information
 651-792-7006
www.ci.roseville.mn.us/parks

2012 FALL YOUTH SOCCER



Fall Soccer will be here before you know it, so don't miss out! Make plans now to join RPR Youth Fall Soccer League. Learn soccer skills, dribbling, passing and team strategies.

- 8 week league begins the week of August 27.
- 6 game season scheduled on Saturdays beginning September 8.
- Practices held weekday evenings, depending on coach's schedule.
- Depending on registrations, games may be played with nearby community teams.
- Each player receives a team shirt

Fee thru July 27th: Reg \$50, RV Resident \$42

Fee beginning July 28th: Reg \$60, RV Resident \$52 (Registration after July 27th based on availability)

Volunteer coaches are needed to work with teams in each age group!
 Children of volunteer coaches receive 50% discount of soccer registration fees.
 For information and a coaching application, call 651-792-7006 by July 16.

Youth Fall Soccer Registration—Please fill out form completely

Participants Name _____ Date of Birth _____ T-shirt Size _____

Parents Name _____

Home Phone _____ Other Phone _____

Address _____ City _____ Zip _____

Email _____ Place on team of _____

_____ #2350.367	Coed	K and under (ages 4-6)
_____ #2350.368	Coed	1-2 Grade in Fall
_____ #2350.369	Coed	3-4 Grade in Fall
_____ #2350.370	Coed	5-6 Grade in Fall

Tennessee Warning:

The information requested on registration form will be used to verify eligibility and determine staff, facility, and equipment needs. Your name, address, & telephone number will be provided to the city staff, volunteers, the city attorney, insurer and auditor. Although you are not legally required to disclose this information, failure to do so will prevent you from participating in the program.

AUGUST 2012

ROSEVILLE SKATING CENTER – INDOOR ARENA

*Schedule is subject to change ***WITHOUT NOTICE****

For schedule updates call 651.792.7191 or visit www.cityofroseville.com/skatingcenter

Updated 7/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
ADMISSION PRICES Public Skating /Open Hockey \$ 5.50 Skate Rentals \$ 4.00 Senior Skate Session \$ 4.00 Sharpening \$ 5.00 Skatercise Admission \$ 8.00 Open Figure Skating \$ 5.50 10-Session Punch Card \$ 49.00 <i>*Open Hockey is for players 18 years old+*</i> <i>*Helmets required for Open Hockey*</i>			1 Adult Open Hockey 10:30am - 11:45am	2 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am	3 No Public Sessions	4 No Public Sessions
5 Youth Open Hockey (11 & under) 12:30pm -1:45pm Youth Open Hockey (12 -16 yrs old) 2:00pm – 3:15pm Public Skating 6:00pm - 7:30pm	6 Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:15pm	7 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Ladies Open Hockey 1:00pm - 2:30pm	8 Adult Open Hockey 10:30am - 11:45am	9 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am	10 Adult Open Hockey 12:00pm - 1:15pm	11 No Public Sessions
12 Public Skating 6:00pm - 7:30pm	13 Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	14 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Ladies Open Hockey 1:00pm - 2:30pm	15 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm	16 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am	17 Adult Open Hockey 12:00pm - 1:15pm	18 No Public Sessions
19 Public Skating 6:00pm - 7:30pm	20 Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	21 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Ladies Open Hockey 1:00pm - 2:30pm	22 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm	23 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am	24 Adult Open Hockey 12:00pm - 1:15pm	25 No Public Sessions
26 Public Skating 6:00pm - 7:30pm	27 Adult Open Hockey 11:30am - 12:45pm Public Skating 1:00pm - 2:30pm	28 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am Ladies Open Hockey 1:00pm - 2:30pm	29 Public Skating 10:00am - 11:30am Adult Open Hockey 11:30am - 12:45pm	30 Adult Open Hockey 8:30am - 9:45am Public Skating 10:00am - 11:30am	31 Adult Open Hockey 12:00pm - 1:15pm Public Skating 6:45pm - 8:15pm	

AUGUST 2012

ROSEVILLE SKATING CENTER – OVAL

Schedule is subject to change WITHOUT NOTICE

For schedule updates call 651.792.7191 or visit www.cityofroseville.com/skatingcenter

Updated 7/17/2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
PUBLIC ADMISSION FOR THE OVAL IS FREE!! RESERVATIONS FOR EXCLUSIVE USE OF THE OVAL ARE BEING ACCEPTED CALL 651.792.7124 FOR EXCLUSIVE GROUP INFORMATION HELMETS AND KNEEPADS ARE STRONGLY RECOMMENDED			1 Inline Skating 9:00am - 6:00pm Skate Park 9:00am - 6:00pm	2 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	3 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	4 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm
5 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm	6 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	7 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	8 Inline Skating 9:00am - 6:00pm Skate Park 9:00am - 8:00pm	9 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	10 Inline Skating 9:00am - 7:00pm Skate Park 9:00am - 7:00pm ROLL IN MOVIE NIGHT “MIRACLE” 7:30PM	11 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm
12 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm	13 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	14 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	15 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	16 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	17 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	18 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm
19 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm	20 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	21 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	22 Inline Skating 9:00am - 6:00pm Skate Park 9:00am - 8:00pm	23 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	24 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	25 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm
26 Inline Skating 10:00am - 8:00pm Skate Park 10:00am - 8:00pm	27 Inline Skating 10:00am - 5:00pm Skate Park 10:00am - 5:00pm	28 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	29 Inline Skating 9:00am - 6:00pm Skate Park 9:00am - 8:00pm	30 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	31 Inline Skating 9:00am - 8:00pm Skate Park 9:00am - 8:00pm	

ROSEVILLE SKATING SCHOOL

FALL 2012 / 11 WEEK SESSION

Tuesdays, Sept. 4 – Nov. 20, 2012

(No classes Oct. 2)



PROGRAM #	TIME	LEVEL
9100.563	5:45 - 6:15pm	Tots 3-5 years old (<i>Helmets & Mittens Encouraged</i>)
9100.564	6:15 - 6:45pm	6-8 years old (*Pre-Alpha - Delta)
9100.565	7:00 - 7:30pm	6-8 years old (*Pre-Alpha - Beta)
9100.566	7:00 - 7:30pm	Bright Blades
9100.567	7:30 - 8:00pm	9-12 years old & teens

* All Beginners in 6-8 are Pre-Alpha

Saturday, Sept. 8 – Nov. 17, 2012



PROGRAM #	TIME	LEVEL
9100.568	12:00 - 12:30pm	Tots 3-5 years old (<i>Helmets & Mittens Encouraged</i>)
9100.569	12:30 - 1:00pm	6-8 years old
9100.570	1:00 - 1:30pm	9-12 years old & teens
9100.571	1:45 - 2:15pm	Freestyle 1 & 2
9100.572	2:15 - 2:45pm	Freestyle 3
9100.573	2:45 - 3:15pm	Freestyle 4
9100.574	3:30 - 4:00pm	Freestyle 5
9100.575	4:00 - 4:30pm	Freestyle 6-10

REGULAR FEE \$110.00 / ROSEVILLE RESIDENT FEE \$99.00

TO AVOID A \$5.00 LATE FEE - REGISTER **BEFORE** SEPTEMBER 1, 2012.

REGISTER ONLINE @ www.cityofroseville.com/skatingcenter

An \$8.00 processing charge will be added to all cancellations.

Registrations accepted on a first come, first served basis

*** THERE ARE NO PROVISIONS FOR PRACTICE ICE OR MAKE-UP CLASSES ***

Please call 651-792-7007 for additional information. Registrations should be mailed to address on form.

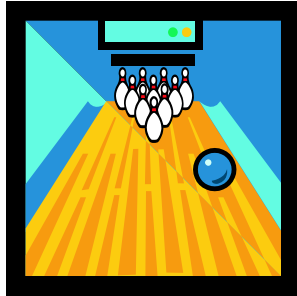
KEEP THE TOP OF THIS FORM FOR YOUR INFORMATION

Participants Name:		Phone:	Parent/Guardian Name:	
Home Address:		City:	State:	Zip:
GENDER (circle one): F M BIRTHDATE: _____ STATUS: New Student _____ Returning Student _____				
PROGRAM #: _____ PROGRAM NAME: _____ TEST PASSED: _____				
Does participant have any disability, allergy or special need of which we should be aware? _____ Explain: _____				
Liability Waiver: I understand that participation in this activity is completely voluntary. I recognize that there are risks in my participation in this activity. I agree to accept those risks. I also agree, in consideration for my being allowed to participate in this activity, and on behalf of myself, my heir, executors, administrators and assigns, to release and discharge the City or Roseville, sponsor (s) of the event or activity, and their officers, employees, agents, successors and/or assigns from liability for any and all injury, damage or loss that is or may arise from my participation in this activity.				
Data Practices Act Notice: Pursuant to the Minnesota Government Data Practices Act, you are being requested to furnish certain information that is classified as private under the Act. The City collects such information in order to properly process requests to participate in activities. You may refuse to provide such information, but such a refusal may affect your ability to participate. The information will be maintained by the City Park and Recreation Department, and may be accessible to anyone in the Department, or in other Departments of the City.				
Signature:		Date:	E-Mail:	
Fee Paid	Date Paid	Check #	By	
Visa or MasterCard#			Exp Date	

The Roseville Skating Center reserves the right to cancel or adjust any session due to insufficient enrollment.

Roseville Parks and Recreation Department
2660 Civic Center Drive, Roseville MN 55113
651-792-7006

Older Adult Bowling



Bowl on Monday mornings at 9:30 a.m. at Flaherty's Arden Bowl, 1273 W. County Road E. Bowlers are not required to participate every week- this is not a league. **Bowling begins September 10 and continues through April 22.**

The registration fee for the season is \$7 per person and is payable at Roseville Parks and Recreation. The weekly cost (payable at Flaherty's) is \$7.50 for 3 games which includes coffee. Shoe rental is \$1.50.

Register in person, through the mail, online at cityofroseville.com/parks or by phone using your VISA or MasterCard by September 7. The office address is 2660 Civic Center Drive, Roseville MN 55113. Phone # 651-792-7110

Program #6800.316

Tennessee Warning: The information requested on registration form will be used to verify eligibility and determine staff, facility, and equipment needs. Your name, address, & telephone number will be provided to the city staff, volunteers, the city attorney, insurer and auditor. Although you are not legally required to disclose this information, failure to do so will prevent you from participating in the program.

Roseville Parks and Recreation - Older Adult Bowling 2012-2013 (Please Print)

Name _____

Address _____

City _____ Zip Code _____

Phone (_____) _____ Email _____

Fee Enclosed \$ _____ DOB _____

Program #6800.316

Credit Card ____ VISA ____ MasterCard Credit Card # _____

Name on Card _____ Exp. Date _____





Roseville Parks and Recreation
2660 Civic Center Drive
Roseville MN 55113 651-792-7006
cityofroseville.com/parks

Pickleball Sweeps the Nation

Pickleball, a combination of tennis, badminton, and ping pong, is one of the fastest growing sports in the country. People of all ages find pickleball to be a fun way to exercise and meet new people. This is your chance to check it out! We'll demonstrate how to play and teach you the rules. Courts are available at Brimhall Community Gym, 1744 West County Road B. Wooden paddle racquets and plastic poly balls will be provided (limited supply). Visit usapa.org for more information on rules and equipment.

All adults welcome! No registration taken, just drop in, \$3 fee.

Open Drop-In Doubles Play, players will rotate

Tuesdays beginning May 29 thru August 28 (not July 3) 6:30-8:30pm

Saturdays beginning June 2 thru August 25, 9-11am

Call 651-792-7006 for more information or visit our website for updates,
www.cityofroseville.com/parks



Early Fall Schedule 2012

Pickleball will continue to meet at Brimhall Gym according to the following schedule:

Saturday mornings 9-11am

September 1, 8, 15, 22, 29

October 6, 13, 27 (not Oct. 20)

November 3

Tuesday nights 6:30-8:30pm

September 4, 11, 18, 25

Note: We do plan to continue pickleball in the late fall and winter months—days and times to be determined. Look for updates on our website, [cityofroseville.com/parks/adult sports and leagues](http://cityofroseville.com/parks/adult%20sports%20and%20leagues) or sign up at the gym for email updates.



2012 Fall Adult Softball Leagues



Our Fall Softball season is almost here. Don't miss out on the fun by registering now for the softball league that is best for you and your team. Choose from a six week season of back to back double headers or a seven week season of single games. Leagues include Men's Silver, Men's Bronze, Men's One Pitch (9 inning games) and Adult Co-Recreational.

- All games are played at Roseville's Central Park Victoria Fields and B-Dale Fields.
- Games start times of 6,7,8 and 9 pm
- Game balls provided.
- Managers Meeting Wednesday, August 8, 6:00pm at Roseville City Hall – 2660 Civic Center Drive
- Silver, Bronze and Co-Rec leagues are sanctioned through USSSA.
- Games start the week of August 12th
- Registration starts July 9th, Leagues fill up fast so Register ASAP

League nights

Fee

Double Header Leagues

___ Monday Men's Bronze C/D	6000.383	\$390.00
___ Tuesday Men's Silver B/C	6000.384	\$390.00
___ Wednesday Men's One Pitch	6000.385	\$390.00
___ Thursday Co-Rec C/D	6000.386	\$390.00
___ Sunday Men's Bronze C/D	6000.387	\$390.00

Single Game Leagues

___ Monday Co-Rec D Leagues	6000.388	\$275.00
___ Wednesday Co-Rec C Leagues	6000.389	\$275.00

Manager Name _____ DOB: _____
Team Name (Print) _____
Home Phone: (___) ___ - ___ - ___ Other Number: (___) ___ - ___
Email Address: _____
Address: _____
City: _____ Zip Code _____

Office Use:

Date Rcvd: _____ Fee Paid \$ _____.00 Staff Initials: _____

Payment Method: Cash: _____ Check _____ Visa: _____ MC: _____ AMX _____

Credit Card#: _____ EXP.Date: _____

Name on Credit Card: _____

Adult Day Trips

Munsinger Clemens Garden & History Museum Tour

Join us for a trip to St. Cloud where we will tour two famous locations. Our first stop is the Munsinger Clemens Botanical Gardens where we will stroll through their many gardens and view the explosion of colors, each unique garden has to offer. After the tour we will refuel on a delicious soup and salad bar at Coyote Moon Grille. Our final stop will have us exploring the area's history at the Stearns County History Museum. Highlights include the early industries that helped make the area grow, including the granite industry and the controversial rise and fall of the Pan Motor Company. The tour includes some walking so please wear comfortable shoes. Since the gardens are outdoors you may wish to bring an umbrella to protect against rain or sun.

Fee includes transportation, tour admissions and lunch.

Date: Wednesday August 22, 2012
Cost: \$54
Depart: 9:15am– North Entrance of Roseville Skating Center
Return: 4:15pm, approximately
Program #: 7201.219

Register: By phone with a Visa, Amx, Mastercard – (651) 792-7110
By Mail or in person at:
Roseville Parks & Recreation
2660 Civic Center Drive Roseville, MN 55113



Registration Deadline:
8/13/2012
or sooner if spaces fill

Requested refunds are
subject to a service fee.

NO refunds after
deadline

Garden Tour • 7201.219 • Wed August 22, 2012

Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

Seating Partner Request: _____

Special Needs, Dietary Needs, Accommodations, or Allergies _____

Birthdate: _____ Fee: _____ Total amount enclosed _____

Visa/ MC/AMX Act # _____ Exp _____

Cardholder Name _____

Date: _____ Signature: _____

Adult Day Trips

Tour of Owatonna State Orphanage Museum, Lunch, and Firside Orchard Stop



Enjoy lunch at the famous Hubbell House restaurant located in a 19th century historic building in quaint Mantorville. After lunch, we will travel to Owatonna for a tour of the Minnesota State Public School Orphanage Museum. Our tour will include a presentation by Harvey Ronglien (Ward of the State 1932-1945) and a tour of Cottage 11, a restored boys' cottage. You can watch videos and hear stories told by those who lived this history. On our way home, we will stop at the Fireside Orchard, just in time for the fall harvest. Please indicate your lunch choice when registering; roast sirloin of beef or Hubbell baked chicken. All entrees include baked potato, house salad, vegetable, fresh baked roll, and beverage. Fee includes lunch, tour, transportation.

Date: Thursday September 13, 2012

Cost: \$59

Depart: 10:15am– North Entrance of Roseville Skating Center
Return: 5:30pm, approximately

Program #: 7201.220

Register: By phone with a Visa, Amx, Mastercard – (651) 792-7110
By Mail or in person at:
Roseville Parks & Recreation
2660 Civic Center Drive Roseville, MN 55113



Registration Deadline:
8/21/12
or sooner if spaces fill

Requested refunds are
subject to a service
fee.

NO refunds after
deadline

Owatonna Tour ♦ Thursday September 13, 2012 ♦ 7201.220

Name: _____ Phone: _____

Address: _____ City: _____ Zip _____

Seating Partner Request: _____

Special Needs, Dietary Needs, Accommodations, or Allergies _____

Birthdate: _____ Fee: _____ Total amount enclosed _____

MEAL CHOICE: roast sirloin of beef or Hubbell baked chicken

Visa/ MC/AMX Act # _____ Exp _____

Cardholder Name _____

Date: _____ Signature: _____