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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza, Director, Parks Recreation and Facilities Management

DATE: 10/26/2020

RE: Action Item: Award the Engineering Contract for the 2020 AWWTP V2-F2 Buildings Road Replacement Project to McMahon in the amount of \$42,790 plus a 5% contingency for a total not to exceed a project engineering cost of \$44,930.

PROJECT

The 2020/2021 Capital Improvement Budget allocated monies to replace the road leading from the V2 Building to the F2 Building at the Appleton Wastewater Treatment Plant. Overall, the road replacement will include stormwater modeling, demolition, new base, new storm sewer, and new concrete pavement. This memo addresses selecting a design consultant to create plans, specifications, and oversee construction administration for the 2020 AWWTP V2-F2 Road Replacement Project.

BACKGROUND

The Parks, Recreation and Facilities Management Department (PRFMD) is responsible for all concrete and asphalt pavement associated with City facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, etc. In 2017 PRFMD hired a consultant to complete a condition assessment and create an implementation schedule for the AWWTP paved surfaces. This funding request recognizes the need to replace the road between the V2 and the F2 Buildings based on the condition report prepared by our consulting engineer.

RFP PROCESS:

The request for proposal was distributed to four engineering firms. Representatives from three of the four firms attended a pre-proposal meeting where the project was defined along with the project scope. Two of the firms, EXP and KL Engineering, opted not to provide a proposal based on the specifics of this project. The proposals were reviewed and scored by PRFMD, AWWTP and DPW staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS	BID TOTAL	Value (Point/\$)
McMahon	585	\$42,790	137
Omni	315	\$31,550	100
KL - DNP	NA	NA	NA
EXP - DNP	NA	NA	NA

*DNP = Did Not Propose

*NA – Not Applicable

The evaluation team completed their review and scoring of the submitted proposals. The evaluation team found that McMahon had scored the highest and provided a proposal that best meets the City’s needs. The team also found that the Omni firm had provided a competitive proposal. The evaluation team completed the value evaluation to assess whether or not the additional costs for the McMahon proposal were worth justifying. The formula produced results that McMahon provided the best overall project value including costs.

The McMahon team has extensive experience with similar AWWTP projects. Their proposal demonstrated a comprehensive approach that delivered construction and improvement alternatives that will best fit the City’s needs.

RECOMMENDATION

Award the Engineering Contract for the 2020 AWWTP V2-F2 Buildings Road Replacement Project to McMahon in the amount of \$42,790 plus a 5% contingency for a total not to exceed project engineering cost of \$44,930.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.