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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Finance Committee

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

Date: June 8, 2020

Re: Action: Request to sole source contract to Donohue and Associates for professional services needed to complete the Construction Administration for the MSB garage HVAC Upgrades, for a contract fee of \$46,245 and a contingency of 5% to not exceed a total contract of \$48,557.

This memo is a request to sole source a contract to Donohue and Associates to complete the construction administration for the Municipal Services Building Garage HVAC Upgrades Project.

BACKGROUND

The City of Appleton Municipal Services Building was constructed in 1965. This scope of this project is to replace the HVAC system in the garage and storage areas. The equipment in this area currently includes MAU's, infrared heaters, gas fired unit heaters, and exhaust fans. This project includes a complete upgrade of the HVAC system for the garage at the MSB Facility. The current system is approaching 30 years of age and is at the end of its useful life.

The 2019 capital improvement budget allocated only monies to design and create bidding documents for the project. In 2019 PRFMD went through the RFP process to contract for the project design. Donohue and Associates was selected for the design based on an RFP scoring process and evaluation. On February 11, 2019 the Finance Committee approved the Design Contract in the amount of \$34,135 to Donohue and Associates.

Because Donohue and Associates completed the bidding documents, we are recommending sole sourcing the construction administration to them also. PRFMD has reviewed Donohue and Associates construction administration proposal and is in agreement with their proposal which includes scope, schedule, and cost. The cost of \$46,245 is 3.5% of the estimated construction cost, which is in line with standard construction administration services.

RECOMMENDATION:

Award the construction administration professional services to Donohue and Associates for the MSB garage HVAC upgrades project, for a contract fee of \$46,245 and a contingency of 5% to not exceed a total contract of \$48,557.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.