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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 8/21/2023

RE: Action: Award the City of Appleton's "2023 Appleton Memorial Park ADA upgrades Project" contract to Northeast Asphalt, Inc., in the amount of \$66,875 with a contingency of \$10,125 for a project total not to exceed \$77,000.

Action: Approve budget transfer of \$52,000 from the "2023 Parks Hardscapes - Telulah Project" to "2023 Parks ADA Improvements Project."

The 2023 Capital Improvement Plan includes \$25,000 to make ADA improvements in City of Appleton Parks. The top ADA priority for 2023 was to improve access to the ball diamonds at Appleton Memorial Park. This project will include a new asphalt trail from the Miracle Field to the southwest set of ball diamonds by the Jones Building. This project will allow ADA access to a set of bleachers that currently does not meet ADA standards. The Telulah Hardscapes Improvement Project came in under budget and we are requesting a budget transfer of \$52,000 from that project to fund the Appleton Memorial Park ADA Upgrades Project

The bids were received as follows:

Northeast Asphalt, Inc. (low bid) \$66,875

Although only one bid was received, the bid was below the engineer's cost estimate.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Northeast Asphalt, Inc. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Northeast Asphalt, Inc. in the amount of \$66,875 plus a contingency of \$10,125 only to be utilized as needed.

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