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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Parks & Recreation Committee

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

DATE: 12/12/2022

RE: Action Item: Sole Source - Request to award contract to ISG for design services for Lundgaard Park in the amount of \$297,420 with a design contingency of \$25,000 for a total contract not to exceed \$322,420.

On February 24, 2021, Request for Proposals were received from five firms for master planning and design services for Lundgaard Park. After review of the proposals by a seven-person panel including Fire Department staff, Parks, Recreation and Facilities Management staff and Lindsey Lundgaard, ISG was unanimously selected by the review team to be recommended for award of the contract.

The process to get to this step began during the 2020 city budget process when the Common Council approved funding to begin master planning and design for the new park. The parkland was acquired in 1999 and dedicated as Lundgaard Park in 2020.

During the 2023 budget process, \$2,000,000 was approved for the development of Lundgaard Park. Our team is pleased with the work by ISG and are requesting to sole source the next phase of design to them. It is normal to not switch architects and engineers unless an issue exists. ISG has provided timely and quality services and it is most responsible to continue working with them throughout this project. Fees were negotiated through Phase I which completes site and utilities, and park amenities design that will be paid for with the approved funding. Additional design services to complete the park will be funded through the donations received. It is most responsible to not contract for full design of the entire park unless the funding is committed.

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