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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Municipal Services Committee

FROM: Dean R. Gazza

DATE: 2/18/2014

RE: Action: Award contract to Hoffman Planning and Design, Inc. for "Pre-Demolition Evaluation of Blue Ramp" \$39,980.

The 2014 Capital Improvement Plan includes \$40,000 to perform a pre-demolition assessment of the blue parking ramp. This assessment will analyze the existing facilities data, titles and easements, identify which work has to be done prior to, during and after demolition to the adjoining facilities affected by the demolition and provide us budget estimates for the work. This work requires environmental, structural, electrical, mechanical and plumbing engineers to assess the current relationships of shared skywalks, heating, drains, environmental factors, etc.

Though several firms were invited to provide a proposal, we received only two proposals. The complexity of the analysis and various disciplines needed for this evaluation may have reduced interest for this project.

The two proposals received were evaluated based on relevant experience, project success, project team, project understanding, project schedule and their fee. Director Vandehey, Deputy Director Buetow and I evaluated the proposals. Upon evaluation of the proposals and follow-up questions to both firms, we unanimously felt that Hoffman understood the proposal and our requirements. Though Martenson & Eisele, Inc. provided a lower cost their proposal did not fully meet all of the elements of our request, nor did they have past experience in this specific type of work.

<u>Firm</u>	<u>Rating</u>	<u>Fee</u>
Hoffman Planning, Design and Construction	80	\$39,980
Martenson & Eisele, Inc.	61	\$25,675

We analyzed the hourly breakdown for the work to be completed and verified that the cost of Hoffman's proposal is reasonable and accurate, therefore our team recommends issuing the contract to Hoffman Planning, Design and Construction.

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