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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: 7/6/2016

RE: Action Item: Award contract to Zimmerman Architectural Studios for design and engineering services for the Fox Cities Exhibition Center for a contract of \$1,819,114 and a 10% design contingency for a contract not to exceed \$2,001,025.

On June 7, 2016, Request for proposals were received from six architectural firms for design and engineering services of the Fox Cities Exhibition Center. Three of those firms were subsequently interviewed on June 23, 2016. After the interviews, Zimmerman Architectural Studios was unanimously selected by the review team to be awarded the contract. Zimmerman has compiled a team that includes Fentress Architects who is a well-known designer of exhibition space.

Request for proposals were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in the design of exhibition centers and had the ability to provide fast-track project delivery.

More specifically, Zimmerman Architectural Studios and Fentress Architects demonstrated an understanding and approach to the project that demonstrated their depth of experience and knowledge in exhibition center design and construction. In addition, their project team, comprised of well experienced professionals, who spoke about not only their abilities, but their understanding of how a well-designed Exhibition Center can make a region a destination of choice. Overall, Zimmerman unanimously scored the highest by our review team.

The proposals fees and scoring are as follows:

Architect	Score*	Fee
Engberg Anderson	62.2	\$1,495,144
Hoffman/Betsch	75.4	\$1,410,410
Kahler Slater	67.0	\$1,148,630
McMahon	83.6	\$1,794,764
Strang	65.6	Fee Incomplete
Zimmerman/Fentress	86.8	\$1,819,114

After careful review, our team unanimously recommends awarding a contract to Zimmerman Architectural Studios for \$1,819,114 and a design contingency of 10% for a contract not to exceed \$2,001,025. Note that both reimbursable and contingency expenses are only utilized as needed and allowed per contract and authorization by the project manager. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.