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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 1/8/2024

RE: Action: Request to sole source a contract to McMahon for design, bidding, and construction oversight for the 2024 Wastewater Hardscapes Improvement Project, for a contract fee of \$56,600 and a contingency of 5% to not exceed a total contract amount of \$59,430.

This memo is a request to sole source a contract to McMahon for design, bidding, and construction oversight for the 2024 Wastewater Hardscapes Improvement Project. This will be the fifth and final phase in a multi-year hardscape and stormwater upgrades project. On large complex multi-year projects, the process of issuing contracts is different than issuing a one-time contract. For this type of project, contracts are issued as the work is being performed year to year, to align with the City's budget. Unless the design firm does not deliver, meet expectations, or their fees are not in alignment with previous contracts, the City will sole source the contracts until the work is completed. For multi-year projects to be successful, it is necessary to only have one design firm involved from beginning to end. In moving forward with the 2024 Wastewater Hardscapes Improvement Project, McMahon has provided a detailed proposal for the 2024 Wastewater Hardscapes Improvement Project with a competitive project fee of \$56,500.

The 2024 Capital Improvement Budget allocated monies to replace the road leading from the F2-Building to the Final Clarifiers, along with the road from the B-Building to the lower receiving station. Overall, the road replacement will include stormwater modeling, demolition, new base, new storm sewer, and new concrete pavement.

In 2020 we solicited proposals from professional consulting firms to fully design, conduct stormwater modeling, create construction documents, and construction administration services for the Wastewater Treatment Plant 2020 Hardscapes Improvement Project (phase 1). Through the selection process, McMahon was awarded the contract. Then again in 2021 we solicited proposals from professional consulting firms to fully design, conduct stormwater modeling, create construction documents, and construction administration services for the 2021 Wastewater Hardscapes Improvements Project (phase 2). Through that selection process, McMahon was again awarded the contract. In 2022 and 2023 a sole source contract was approved and awarded to

McMahon for professional services needed to complete the third and fourth phase of the AWWTP Hardscapes Improvement Project.

McMahon has an unsurpassed knowledge of the current hardscape infrastructure, current site conditions, and stormwater modeling from the four previous projects completed to date. Based upon McMahon's previous experience along with the proposals and selection process from the four previous years, PRFMD is requesting sole sourcing the 2024 Wastewater Hardscapes Improvement Project professional services to McMahon in the amount of \$56,600 with a contingency of 5% only to be utilized as needed. PRFMD believes that the department's choice of McMahon will ensure that the investment is fully maximized based on their past work and continued continuity throughout a highly complex and technical multi-year project.

RECOMMENDATION:

Award sole source contract to McMahon for design, bidding, and construction oversight for the 2024 Wastewater Hardscapes Improvement Project, for a contract fee of \$56,600 and a contingency of 5% to not exceed a total contract amount of \$59,430.

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