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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Fox Cities Transit Commission

FROM: Dean R. Gazza

DATE: 10/25/2022

RE: Action: Award the 2022 Transit Center Environmental and Geotechnical Site Services to Westwood Professional Services in the amount of \$99,920 with a 10% contingency for a cost not to exceed \$109,912.

The 2022 Valley Transit budget has allocated monies to perform a needs assessment and create a master plan for the Transit Center facility all in accordance with all Federal Transit Administration Guidelines. This Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project.

The work in this project consists of installing monitoring wells, environmental testing, and completion of a Phase 2 environmental investigation needed for the Valley Transit Site. The work also includes soil borings along with a geotechnical report that will be included in the master planning process. This work is needed to be completed in order to begin the FTA Grant Funding process.

Westwood Professional Services holds a master contract with the City of Appleton for all 2022 environmental and geotechnical services needed citywide.

The Parks, Recreation, and Facilities Management Department along with Valley Transit has reviewed the proposal and is in agreement that the proposal is acceptable. Therefore, we recommend moving forward with Westwood Professional Services in the amount of \$99,920 plus a contingency of 10% only to be utilized as needed.

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