



Memorandum

To: Parks & Recreation Committee

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

Date: September 10, 2014

Re: Action: Award Stairway Repairs and Lighting Upgrades at Arbutus Park to Milbach Construction in the amount of \$52,200 with a contingency of \$900 for a project total not to exceed \$53,100.

The Parks, Recreation and Facilities Management Department received a Community Development Block Grant (CDBG) in 2014 for \$53,100 to repair the stairways leading to Arbutus Park from Packard Street and also upgrade the walkway/park lighting. Requests for Proposals were distributed to contractors on July 20, 2014 with the proposals due August 20, 2014. The Department received one proposal from Milbach Construction Services. The proposal was reviewed by McMAHON Engineers/Architects, the design firm who prepared the specifications for the repairs and upgrades.

It is the recommendation of the Parks, Recreation and Facilities Management Department and McMAHON to execute a contract with Milbach Construction Services for an amount not to exceed \$53,100. The contract amount includes a \$900 contingency.

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