



*"...meeting community needs...enhancing quality of life."*

**PARKS, RECREATION & FACILITIES  
MANAGEMENT**

**Dean R. Gazza, Director**

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TO: Finance Committee

FROM: Dean R. Gazza

DATE: 10/12/2020

RE: Action: Award the "2020 Interior Finishes and Furniture Project" to Chet Wesenberg Architect, LLC. for a sole-source contract not-to-exceed \$120,015.

In 2019, Phase I began to renovate the interior finishes and to update furniture within the City Hall spaces. A Request for Proposal process was conducted and Chet Wesenberg Architect, LLC was awarded the contract for architectural and engineering services. As Phase I is concluding we are entering Phase II to begin architectural and engineering services to renovate the common spaces on 5<sup>th</sup> and 6<sup>th</sup> floor as well as to update the interior finishes in furniture in the Community Development Department.

It customary to utilize the same architect throughout an entire project, therefore we are recommending a sole-source contract to Chet Wesenberg Architect for Phase 2. The fees are very competitive. Upon design the work would be completed in 2021.

Monies have been budgeted within the Capital Improvement Plan for design in 2020.

Please contact me at 832-5572 or at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org) with any questions.