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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: 2/12/2018

RE: Action Item: Award contract to Chet Wesenberg Architect, LLC for design and engineering services for the Municipal Services Building Locker Room Renovation project for a contract of \$43,315 and a 7% contingency for a contract not to exceed \$46,347.

The 2018 Capital Improvement budget allocated \$375,000 for the Municipal Services Building (MSB) Locker Room Renovation Project. For the most part, the existing locker rooms are original to the 1966 construction of the MSB Facility. We are currently having plumbing issues with the current fixtures and the locker room needs to be updated.

Three firms responded to Request for Proposals. They 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 existing facility remodeling projects. The evaluating team for the proposals consisted of: the Facilities Project Manager, Facilities Manager, and the PRFMD Director.

<u>Firm</u>	<u>Proposal Score</u>	<u>Proposal Cost</u>	<u>Est. Hours</u>
Chet Wesenberg Architect, LLC	72.60	\$43,315	433/hrs.
Performa	64.40	\$41,035	271/hrs.
McMahon	62.20	\$31,900	270/hrs.

After careful review our team recommends awarding a contract to Chet Wesenberg Architect, LLC for \$43,315 with a 7% contingency. The project team unanimously chose Chet Wesenberg Architect, LLC based upon experience, cost, and their proposal. Even though the other firms may have provided a lower cost, the selection process determined that the other firms did not demonstrate experience of similar remodeling projects along with a thorough understanding of the project scope. We believe that our choice of Chet Wesenberg Architect, LLC will ensure that the investment is fully maximized.

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