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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Finance Committee

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

DATE: 5/10/2021

RE: Action Item: Award the Engineering Contract for the 2021 Pierce Park Pavement Renovation Project to the Rettler Corporation in the amount of \$39,600 plus a 10% contingency for a total not to exceed a project engineering cost of \$43,560.

PROJECT

The 2021/2022 Capital Improvement Budget allocated monies to renovate the Pierce Park parking lot, entrance road, and walking path. Overall, the pavement replacement project will include stormwater modeling, demolition, new base, new storm sewer, and new asphalt pavement. This memo addresses selecting a design consultant to create plans, specifications, and oversee construction administration for the 2021 Pierce Park Pavement Renovation Project.

BACKGROUND

The Parks, Recreation and Facilities Management Department (PRFMD) is responsible for all concrete and asphalt pavement associated with City Facilities, including roads, parking lots, building approaches, walkways, sidewalks, trails, entrances, etc. In 2017 PRFMD hired a consultant to complete a condition assessment and create an implementation schedule for all the paved surfaces at City Parks. This funding request recognizes the need to replace the parking lot, entrance road, and walking path based on the condition assessment and report prepared by the consulting engineer.

RFP PROCESS:

The request for proposal was distributed on the City of Appleton's Website. Representatives from seven firms attended a pre-proposal meeting where the project was defined along with the project scope. One of the firms, EXP, opted not to provide a proposal based on the specifics of this project. The proposals were reviewed by PRFMD staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal pricing:

Table 1: Engineering Firms and RFQ Results

Firm:	BID TOTAL
McMahon	\$49,787
KL	\$68,123
JSD	\$86,100
M&E	\$53,090
Westwood	\$48,000
Rettler	\$39,600
EXP - DNP	NA

*DNP = Did Not Propose

*NA – Not Applicable

The evaluation team completed their review of the submitted proposals and found that all firms that proposed were responsible and could perform the work to the City's expectations. The evaluation team completed a value evaluation to assess whether or not the additional costs from the other firms were worth justifying. The evaluation team assessed all proposals again and found that the additional funds required to hire any of the other firms were not justifiable, and Rettler Corporation could complete the work to all City expectations.

The Rettler team has extensive experience with similar PRFMD projects. Their proposal demonstrated a comprehensive approach that delivered construction and improvement alternatives that will fit the City's needs.

RECOMMENDATION

Award the Engineering Contract for the 2021 Pierce Park Hardscape Renovation Project to the Rettler Corporation in the amount of \$39,600 plus a 10% contingency for a total not to exceed a project engineering cost of \$43,560

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