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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Utilities Committee

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

Date: April 10, 2018

Re: Action: Request to sole source contract to Patrick Engineering for a contract fee of \$130,000 and a contingency of 10% for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 2 for a contract not to exceed \$143,000.

This memo is a request to sole source a contract to Patrick Engineering to fully design and create construction documents for the Wastewater Electrical Distribution Upgrades Phase 2 project. In moving forward with Phase 2 of the Electrical Distribution Project Patrick Engineering provided a detailed proposal of the work that is proposed with a competitive project fee of \$130,000 which equates to a project fee of just 7.6%. The Phase 1 project fee was 7.7%, which remains competitive.

The 2018 Capital Improvement budget allocated monies to perform engineering services for the Wastewater Plant Electrical Distribution Phase 2 Engineering. This will be the second construction phase of a multi-phase project to upgrade the aging electrical distribution equipment. Most of the equipment is over 40 years old and is at the end of its estimated and useful life.

In 2016 we solicited proposals from professional consulting firms to create an electrical distribution system feasibility analysis and master plan for the Wastewater Treatment Plant. Through the selection process, Patrick Engineering was awarded the contract. Then again in 2017 we solicited proposals from professional consulting firms to fully design, create construction documents, and construction administration services. Through the selection process, Patrick Engineering was awarded the contract.

Patrick Engineering has an unsurpassed knowledge of the current electrical system from the two previous projects and the design work completed to date. Based upon Patrick Engineering's previous experience along with the proposals and selection process from the two previous years, we are requesting sole sourcing Wastewater Electrical Distribution Upgrades Phase 2 professional services to Patrick Engineering in the amount of \$130,000 with a contingency of 10% only to be utilized as needed. We believe that our choice of Patrick Engineering will ensure that the investment is fully maximized based on their past work and continued continuity throughout a highly complex and technical project.

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