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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: June 23, 2020

Re: Action: Request to sole source contract to Patrick Engineering for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 4, for a contract fee of \$195,000 and a contingency of 5% to not exceed a total contract of \$204,750.

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 4 project.

This project includes a complete upgrade of the electrical distribution at the Wastewater Plant. The current system is over 40 years old and the plant has experienced so many changes that an upgrade is necessary to continue operation and to ensure dependability of the plant.

Due to the size and complexity of this project it was broken into multiple phases over multiple years. The City of Appleton selected Patrick Engineering for the entire project. Phase 4 will cost \$195,000 for design and construction management fees which is competitive for this type of work which includes: Bid Review, Approval Drawing Review, Power System Study, Factory Acceptance Testing, Commissioning of all Components, Arch Flash Study, Assistance with Startup, and Onsite Construction Oversight Services. On a large complex multi-year project the process of issuing contracts is different than issuing a one-time contract. In this case PRFMD and the Utilities Department fully evaluated and selected a company from the beginning to see the City through the entire project. The City issues contracts as the work is being performed year to year to align with the City of Appleton's budget. Unless the design firm does not deliver, meet expectations, or their fees are not in alignment with previous contracts, the City will sole source the contracts until the work is completed. For the project to be successful it is necessary to only have one design firm involved from beginning to end.

Patrick Engineering has an unsurpassed knowledge of the current electrical system from the four 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, PRFMD is requesting sole sourcing. PRFMD believes that the departments 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.

RECOMMENDATION:

Award Wastewater Electrical Distribution Upgrades Phase 4 professional services to Patrick Engineering in the amount of \$195,000 with a contingency of 5% only to be utilized as needed.

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