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**DEPARTMENT OF PUBLIC WORKS**  
**Engineering Division**  
**100 North Appleton Street**  
**Appleton, WI 54911**  
**TEL (920) 832-6474**  
**FAX (920) 832-6489**

## MEMO

**TO:** Municipal Services Committee

**FROM:** Ross Buetow, Deputy Director of Public Works

**SUBJECT:** Parking Ramp Maintenance – Professional Services for Planning and Design

**DATE:** January 21, 2021

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The Department of Public Works hereby requests permission to negotiate a sole source professional services contract with Desman Design Management ("Desman") for planning, design and administrative services related to the structural maintenance of the City's public parking ramps.

Desman is an industry leader in both the design of new parking structures and the maintenance and rehabilitation of existing parking structures. In 2019, Desman completed a comprehensive structural condition analysis of all three of the City's parking ramps, which included detailed descriptions of the structural condition of each ramp as well as general recommendations for short and long-term maintenance and repairs. Desman was selected to provide these services through a competitive RFP process and the quality of their final report was outstanding.

It is our opinion that Desman has the most current and in-depth knowledge of the condition of our ramps and is best suited to develop the most cost-effective program to maximize the life our parking facilities.

There is currently \$44,500 allocated in the approved 2021 Parking budget for the services described above. If approved, we would negotiate an appropriate scope of services with Desman to best utilize available funds. Any such agreement would be subsequently routed through the Municipal Services Committee and Common Council for formal approval.

It would be our preference to extend this professional services arrangement with Desman for up to a five year period subject to future funding availability and continued exemplary performance by Desman.

Thank you for your consideration.