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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Steven J. Schrage, Project Manager, Parks Recreation and Facilities Management

DATE: 2/11/2019

RE: Action Item: Award the Engineering Contract for the 2019 MSB HVAC Upgrades Project to Donohue and Associates in the amount of \$34,135 plus a 10% contingency of \$3,413 for a total not to exceed project engineering cost of \$37,548.

PROJECT

The 2019 Capital Improvement Budget allocated monies to design and create bidding documents for the replacement the HVAC equipment that services the garage and storage areas at the Municipal Services Building (MSB). Overall, the HVAC upgrades will include demolition, new MAU's, new infrared heaters, new exhaust fans, new ductwork, and controls. This memo addresses selecting a design consultant to create plans and specifications for the 2019 MSB HVAC Upgrades Project.

BACKGROUND

The City of Appleton Municipal Services Building was constructed in 1965. This scope of this project is replace the HVAC system in the Garage and storage areas. Those areas total approximately 95,000sf. The entire space is heated but not air conditioned. The equipment in this area currently includes MAU's, infrared heaters, gas fired unit heaters, and exhaust fans.

RFP PROCESS:

The request for proposal was distributed to four engineering firms. Representatives from three of the four firms attended a pre-proposal meeting where the project was defined along with the project scope. One firm, AECOM, opted not to provide a proposal based on the specifics of this project. The proposals were reviewed and scored by PRFMD and DPW staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS	BID TOTAL	Value (Point/\$)
Donohue	870	\$34,135	255
Performa	500	\$39,880	125
McMahon	430	\$36,303	118
AECOM - DNP	NA	NA	NA

*DNP = Did Not Propose

*NA – Not Applicable

The evaluation team completed their review and scoring of the submitted proposals. The evaluation team found that Donohue had scored the highest and provided a proposal that best meets the City's needs. The team also found that the Performa firm had provided a competitive proposal. The evaluation team completed the value evaluation to assess whether or not the costs for the Donohue proposal were worth justifying. The formula produced results that Donohue did provide the best overall project value.

The Donohue team has extensive experience with HVAC projects and Donohue has completed several successful AWWTP improvement projects. Their proposal demonstrated a comprehensive approach that delivered improvement alternatives that will best fit the City's needs.

RECOMMENDATION

Award the Engineering Contract for the 2019 MSB HVAC Upgrades Project to Donohue and Associates in the amount of \$34,135 plus a 10% contingency of \$3,413 for a total not to exceed project engineering cost of \$37,548.

If you have any questions regarding this project please contact Steven Schrage at 920-832-5972 or steven.schrage@appleton.org