



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: 12/9/2019

RE: Action: Award the City of Appleton "2019 DPW Remodel Project" contract to Milbach Construction Services, Co. in the amount of \$605,630 with a contingency of \$35,000 for a project total not to exceed \$640,630.

Action: Approve 2020 Budget transfer of \$350,000 from the Community Development/Assessors Office Remodeling project and \$40,630 from the City Hall Common Space Updates Project to the DPW Interior and Workstation Upgrade project.

The 2019 Capital Improvement Plan included \$505,000 to upgrade the interior finishes, workstations, and furniture within the 5th floor Department of Public Works. When the budget was initially estimated, it was done not knowing the full scope of work required. The initial estimate included replacing carpeting, ceiling tiles and lighting, painting, relocating a conference room, and replacing outdated furniture. However, during planning, it was identified that various HVAC, electrical and plumbing work would also be required. In addition, phasing of the construction was going to be necessary to ensure the department could fully continue to serve its customers throughout the construction. Due to these factors, the total cost to complete the project in a competent and responsible manner, including architect and engineering fees (\$45,000), furniture (\$210,000), and contingencies (\$35,000), increased to an estimated \$895,630.

Although the scope and cost of the project has increased substantially, I feel it is essential that the project move forward. The DPW area has not received any major upgrades since City Hall opened in 1994. In many areas, the carpet, furniture and systems are outdated and in dire need of renovation. Additionally, work spaces need to be upgraded to provide ergonomic benefits, conference rooms need to be updated, and the overall office area has to be reconfigured in order to provide the most efficient use of the space and enhance work flow.

In order to fund the budget shortfall, I am requesting to delay the upgrades to the Community and Economic Development/Assessors Office that were included in the 2020 Budget and use those funds (\$350,000) to fund the improvements to the DPW Department. Additionally, if necessary, I would look to use funds from the City Hall Common Space Update project in the 2020 Budget to fund the remaining \$40,630.

Bids for project management were opened on November 21st in which the lowest bid was provided by Milbach Construction for \$605,630. The bids received were as follows:

Milbach Construction (low bid)	\$605,630
RJM	\$680,800
Immel	\$731,000
Miron	\$617,445
IEI	\$651,700
Northcentral	\$826,499
MJI	\$770,140

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Milbach Construction. The Parks, Recreation, and Facilities Management Department has also reviewed the bids and is in agreement with the engineer's recommendation. Therefore, we recommend awarding the contract to Milbach Construction in the amount of \$605,630 plus a contingency of \$35,000 only to be utilized as needed.

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