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**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: Utilities Committee

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

DATE: 10/24/2017

RE: Action Item: Award contract to Patrick Engineering for design and engineering services for the Wastewater Plant Electrical Distribution Feasibility Study and Master Plan project for a contract of \$114,540.

The 2017 Capital Improvement budget allocated monies to perform engineering services for the Wastewater Plant Electrical Distribution Phase I Engineering. This will be the first 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.

Two firms responded to Request for Proposals. They were evaluated for relevant experience, project success, project team members, project understanding, project schedule, and cost. It was important that the firms clearly demonstrated experience in electrical distribution design and planning along with experience in working on municipal wastewater treatment facilities. The project team for evaluating the firms consisted of: the Facilities Project Manager, Facilities Manager, Facilities Lead Electrician, Parks Recreation and Facilities Management Director, and the Utilities Director.

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|------------------------|-----------|
| Patrick Engineering | \$114,540 |
| Donahue and Associates | \$159,140 |

After careful review our team recommends awarding a contract to Patrick Engineering for \$114,540. The project team unanimously chose Patrick Engineering based upon experience, cost, and their proposal. We believe that our choice of Patrick Engineering will ensure that the investment is fully maximized.

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