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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Finance Committee

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

Date: December 22, 2016

Re: Action: Request to sole source contract to Omni Associates for Geotechnical Investigation, Environmental Investigation, and Site Survey services for a contract fee of \$43,322 and a contingency of \$10,000 for a contract not to exceed \$53,322.

This memo is to request to sole source contract to Omni Associates for Geotechnical Investigation, Environmental Investigation, and Site Survey services. Prior to beginning design for the Exhibition Center it is critical to perform the services listed below. Note this is a general summary and a detailed list can be obtained by contacting me.

- Determine the requirements for foundation support of structures and slabs, including foundation types and depths, allowable soil bearing pressures, bearing elevation and total and differential settlement estimates. Other information required is stability of slope, particularly the slope in relation to construction adjacent to Jones Park, ground and surface water considerations, etc.
- Complete an environmental investigation that is required to support a historic fill exemption request as required by the DNR. In addition, sample any waste material encountered during testing and develop plan for any findings if necessary.
- Perform a topographic survey and land survey.

Omni Associates previously conducted the Phase I and Phase II services and has a strong familiarity with this site. I request that we continue working and sole source the contract to Omni and Associates for the following reasons:

1. Knowledge of the site, previous work and finding and thorough knowledge of the City of Appleton. Having done the Phase I and Phase II investigations Omni much more knowledge that a new firm which improves the quality of work and decreases the cost.

2. Omni was selected by the Department of Public Works in 2015 to provide their professional services. Omni has a strong reputation and has in-house expertise to provide all the services being requested under one umbrella.
3. The proposal provided is fairly priced. The majority of the fee, \$33,400, is for a drilling sub-contractor whom Omni shopped to get us the best pricing.

The contingency requested is to cover any additional costs for street drilling permits, completion of a historic fill exemption, any additional borings as needed, etc. that will be dependent on findings.

It is the recommendation of the Parks, Recreation and Facilities Management Department to sole source this contract to Omni & Associates. On a project like this where a high level of expertise is essential we strongly recommend Omni Associates to be awarded this contract.

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