



"...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: Transit Commission

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

Date: December 13, 2022

Re: Action: Request to sole source a contract to IMEG Corporation for professional services needed to complete the building commissioning for the Valley Transit Remodeling Project, for a contract fee of \$42,950 and a contingency of 5% to not exceed a total contract of \$45,098.

This memo is a request to sole source a contract to IMEG Corporation to complete building commissioning for Valley Transit Remodeling Project. In moving forward with the Valley Transit Remodeling Project, IMEG Corporation has provided a detailed proposal for the work that is proposed with a competitive project fee of \$42,950.

Valley Transit has allocated monies to renovate the current Valley Transit Whitman Ave. Facility. The Project is designed, and based on the design, and a commissioning agent is required to ensure the finished project has been built and operating within project specifications. Building commissioning is a specialized professional service and usually costs 0.5 – 1.5% of the total construction cost. We will need to enter into a contract with a commissioning agent before the remodeling project is bid out in Mid-January 2023.

PRFMD has solicited several professional services firms for commissioning proposals, and all of the firms indicated they do not do this specialized work. IMEG Corporation was recommended by the project cost estimating firm. We contacted IMEG corporation, and they provided us with a very competitive proposal which amounts to 0.6% of the estimated project cost. This is at the very low end of typical compensation for building commissioning services.

IMEG Corporation is internationally recognized for their professional services and has completed many projects of similar scope. Based upon IMEG Corporation's previous experience, time constraints, and the lack of responses from other firms we are requesting sole sourcing the building commissioning for the Valley Transit Remodeling Project to IMEG Corporation in the amount of \$42,950 with a contingency of 5% only to be utilized as needed. We believe that our choice of IMEG Corporation will ensure that the investment is fully maximized based on their past work of highly complex and technical projects. The sole source decision was reviewed and approved by City of Appleton purchasing staff.

RECOMMENDATION:

Award the building commissioning for the Valley Transit Remodeling Project to IMEG Corporation in the amount of \$42,950 with a contingency of 5% only to be utilized as needed.

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