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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: 4/11/2017

RE: Action Item: Award contract to Patrick Engineering for engineering services to complete the City of Appleton Hardscapes Assessments and Master Plan project for \$60,000 and an 8% contingency for a contract not to exceed \$64,800.

The 2017 Capital Improvement Program budget allocated monies to complete assessments of all city owned hardscape assets and complete a master plan for repairs. This project will include documenting and assigning ratings to all hardscape assets, creating a management plan, and updating the GIS system.

Four firms responded to a Request for Proposals and two finalists were chosen for the interview process. They were evaluated for relevant experience, project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in hardscape assessments and planning along with experience in updating GIS applications. The project team for evaluating the firms consisted of: the Parks, Recreation and Facilities Management Project Manager, Parks, Recreation and Facilities Management Deputy Director, Parks, Recreation and Facilities Management Director, and a GIS Specialist from Community Development.

The proposal amounts are listed below:

Patrick Engineering	\$60,000
KL Engineering	\$58,955
STR-SEG	\$58,360
McMahon	\$57,270

After careful review our team recommends awarding a contract to Patrick Engineering for \$60,000 with a 8% contingency. The project team unanimously chose Patrick Engineering based upon experience, cost, their proposal, and the interview. Even though other firms may have provided a lower cost, the proposals and interview process determined that the other firms did not demonstrate the necessary experience with projects of similar size and scope along with a thorough understanding of our project requirements. 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.