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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

FROM: Steven J. Schrage, Project Manager, Parks Recreation and Facilities Management

DATE: 2/11/2019

RE: Action Item: Award the Engineering Contract for the 2019 AWWTP HVAC Upgrades Project to Performa in the amount of \$41,200 plus a 10% contingency of \$4,120 for a total not to exceed project engineering cost of \$45,320.

PROJECT

The 2019 Capital Improvement Budget allocated monies to upgrade the HVAC System for the AWWTP A-Building and S-Building. Overall, the HVAC upgrades will include demolition, new air handling units, new condensing units, new ductwork, and controls. This memo addresses selecting a design consultant to create plans, specifications, and oversee construction administration for the HVAC upgrades.

BACKGROUND

The City of Appleton Wastewater Treatment Plant A-Building was constructed in 1978. The A-Building is an administrative building that is approximately 8,800sqft. The entire space is conditioned for both heating and cooling. The heating load is supplied from a central boiler. Within the A-Building there is a lab that is approximately 2,400sqft. The lab is a state regulated area where the HVAC system has to keep the temperature and humidity to specific tolerances.

The City of Appleton Wastewater Treatment Plant S-Building was constructed in 1978. The S-Building is a maintenance support building that is approximately 20,000sqft. The entire S-Building is heated but there are several areas that are not air conditioned. As part of this project, rooms S-115, S-117, S-118, and S-128 will be added to the new air conditioning system. The heating load is supplied from a central boiler. The second floor is a conditioned space that is controlled by its own dedicated unit.

RFP PROCESS:

The request for proposal was distributed to four engineering firms. Representatives from two of the four firms attended a pre-proposal meeting where the project was defined along with the project scope. Two of the firms, AECOM and McMahon, opted not to provide a proposal based on the specifics of this project. The proposals were reviewed and scored by PRFMD and AWWTP staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS	BID TOTAL	Value (Point/\$)
Performa	665.00	\$41,200	161
Donohue	835.00	\$55,410	151
AECOM - DNP	NA	NA	NA
McMahon - DNP	NA	NA	NA

*DNP = Did Not Propose

*NA – Not Applicable

The evaluation team found that Donohue had scored the highest. The evaluation team then completed the value evaluation to provide whether or not the additional costs for the Donohue proposal were worth justifying because both firms have proved very capable in HVAC engineering projects. The formula produced results that Performa provided the best overall project value including costs.

The Performa team is experienced with similar HVAC projects including the new HVAC system at the PRFMD Building. Their proposal demonstrated a comprehensive approach that delivered construction and improvement alternatives that will fit the City's needs.

RECOMMENDATION

Award the Engineering Contract for the 2019 AWWTP HVAC Upgrades Project to Performa in the amount of \$41,200 plus a 10% contingency of \$4,120 for a total not to exceed project engineering cost of \$45,320.

If you have any questions regarding this project please contact Steven Schrage at 920-832-5972 or steven.schrage@appleton.org