



TO: Fox Cities Transit Commission and City of Appleton Common Council  
FROM: Ronald McDonald  
DATE: February 23, 2026

**RE: Action: Approve contract with RDR MEP Consulting Services, LLC for commissioning services for the Valley Transit Facility Remodeling Project Phase 2 in the amount of \$27,600, plus a 5 percent contingency, for a total not to exceed \$28,980.**

### **BACKGROUND**

This memo requests approval to award a professional services contract to RDR MEP Consulting Services, LLC to provide building commissioning services for Phase 2 of the Valley Transit Facility Remodeling Project. Phase 2 represents the final construction phase of the project, with approximately \$15 million allocated for construction.

Building commissioning provides independent technical quality assurance to verify that mechanical and building systems are installed, tested, and operating in accordance with construction documents and Valley Transit operational requirements. Engaging a qualified commissioning provider is an important step in protecting Valley Transit's investment and supporting long-term building performance.

### **CONSULTANT SELECTION**

Staff requested proposals for commissioning services and received responses from RDR MEP Consulting Services, LLC and IMEG Corp., the firm that provided commissioning services during Phase 1.

RDR submitted a proposal in the amount of \$27,600. IMEG submitted a proposal with the amount of \$49,600. Both firms are qualified to perform the work; however, RDR's proposal meets the project's technical requirements, schedule needs, and provides the lowest cost to Valley Transit. Staff recommend awarding the contract to RDR MEP Consulting Services, LLC as the firm offering the best overall value to Valley Transit.

RDR has successfully provided commissioning services on other City of Appleton projects, including the Appleton Public Library, demonstrating strong technical performance and coordination with project teams. This experience provides confidence in their ability to effectively support Phase 2 of the Valley Transit Facility Remodeling Project.

### **COST AND FEDERAL PROCUREMENT COMPLIANCE**

Industry guidance typically places commissioning costs between approximately 0.5 percent and 1.5 percent of construction cost, depending on system complexity. The proposed fee of \$27,600 represents approximately 0.18 percent of the \$15 million Phase 2 construction budget and is considered fair and reasonable for the scope of services.

This project is federally funded and administered through Valley Transit under Federal Transit Administration procurement requirements. The contract amount is well below the FTA Small Purchase threshold of \$250,000. Multiple proposals were obtained to confirm price reasonableness, and the recommended award is consistent with federal small purchase procurement procedures.

### **RECOMMENDATION:**

Approve the award of a professional services contract to RDR MEP Consulting Services, LLC for building commissioning services for the Valley Transit Facility Remodeling Project Phase 2 in the amount of \$27,600, with a 5 percent contingency, for a total contract not to exceed \$28,980.

This approach provides qualified commissioning services at the lowest cost, supports federal procurement compliance, and protects Valley Transit's investment during the final phase of construction.

Please feel free to contact me at (920) 832-5800 with any questions, or by email at [Ronald.McDonald@appletonwi.gov](mailto:Ronald.McDonald@appletonwi.gov).