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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Fox Cities Transit Commission

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

DATE: 5/24/2022

RE: Action Item: Award the Design Contract for the “2022 Transit Center Needs Assessment and Master Plan” to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

PROJECT

The 2022 Valley Transit budget has allocated monies to perform a needs assessment and create a master plan for the Transit Center facility all in accordance with all Federal Transit Administration Guidelines. This Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project. This memo addresses selecting a consultant to perform a needs assessment and create a Master Plan for the Transit Center Joint Development Facility Project.

BACKGROUND

Located at 100 E. Washington Street, the existing site is appropriately located in downtown Appleton and consists of approximately one acre. Existing improvements include bus parking and the Transit Center facility. The Transit Center facility was constructed in 1989 and is approximately 5,700 square feet. This project will incorporate a new Transit Center with improved services and safety, and a public and private development featuring a mix of commercial and residential uses, public open spaces which are thoughtfully integrated and serve a diverse group of people working, living, and visiting downtown.

We have requested proposals from professional firms to perform a needs analysis and master planning for a new Transit Center Joint Development project. This needs analysis and master plan will be the basis used to obtain federal funding for a new multi-modal Transit Center and commercial/residential mixed-use development facility.

RFP PROCESS:

The request for proposal was distributed via Vendornet and published on the City of Appleton’s website to potential consulting firms. Representatives from six firms attended a pre-proposal meeting where the project was defined along with the project scope. Only two firms who attended the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD, Community Development, and Valley Transit staff. The following table identifies the engineering firms along with their proposal score:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS
LHB	1110
Bowen	990

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team then conducted interviews for both LHB and Bowen. The evaluation team found that LHB was the most qualified firm. After LHB was chosen based on qualifications, the evaluation team negotiated a fair contract price for the project.

The evaluation team then completed a reference check to ensure LHB was the right choice for Valley Transit, Community Development, and PRFMD for both quality of work and cost. The reference check demonstrated that LHB is a responsible firm that will provide a quality product at a fair price.

RECOMMENDATION

Award the Design Contract for the “2022 Transit Center Needs Assessment and Master Plan” to LHB Corporation in the amount of \$163,043.75 plus a 10% contingency of \$16,305 for a total not to exceed a project design cost of \$179,348.75.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.