



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Finance Committee

Wednesday, June 1, 2022

5:45 PM

Council Chambers, 6th Floor

SPECIAL

1. Call meeting to order
2. Roll call of membership
4. **Public Hearings/Apearances**
5. **Action Items**

[22-0740](#) Request to approve the following 2022 Budget amendment:

Valley Transit

Federal Grant	+\$143,480
Local Match	+\$ 35,870
Buildings	+\$179,350

to fund the cost to conduct a site assessment and create a master plan for the Transit Center facility in accordance with Federal Transit Administration Guidelines

Attachments: [Budet Amendment Request for TC Master Plan.pdf](#)
[2022 Transit Center Master Plan Professional Services.pdf](#)

6. **Information Items**

NONE

7. **Adjournment**

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions regarding this agenda, please contact Director Jeri Ohman at (920) 832-5742.



May 26, 2022

To: Finance Committee
City of Appleton Common Council

From: Ronald C. McDonald, General Manager *REM*

Subject: Approve budget amendment for the 2022 Transit Center Needs Assessment and Master Plan project.

Background:

Valley Transit's Transit Center is located at 100 E. Washington Street in downtown Appleton. The Transit Center was constructed in 1989 and is approximately 5,700 square feet. In concert with the College North Neighborhood Plan, Valley Transit is hiring an architectural firm to conduct a site assessment and create a master plan for the Transit Center facility in accordance with Federal Transit Administration Guidelines. The Master Plan will be the basis used to obtain federal funding for a future Joint Development Transit Center Project.

The FTA provides capital funds as an 80/20 grant; 80% grant funded and 20% local match. The local share will be paid through a combination of existing local share and Valley Transit's depreciation fund. The costs associated with this grant are as follows:

80% funding from FTA:	\$143,480
20% local match:	<u>\$ 35,870</u>
Total eligible project cost:	\$179,350

Recommendation:

Approve budget amendment for 2022 Transit Center Needs Assessment and Master Plan project in the amount of \$179,350.



“...meeting community needs...enhancing quality of life.”

**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.