



City of Appleton

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

Meeting Agenda - Final

Appleton Redevelopment Authority Exhibition Center Advisory Committee

Thursday, July 7, 2016

1:00 PM

Council Chambers

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-1036](#) ARA Exhibition Center Advisory Committee Minutes from 6-2-16

Attachments: [ARA Exhibition Center Advisory Committee Minutes 6-2-16.pdf](#)

4. Public Hearings/Apearances

[16-1054](#) Presentation of design boards by Radisson Paper Valley Hotel representative

[16-1037](#) Any Public Participation

5. Action Items

6. Information Items

[16-1051](#) Memo concerning awarding contract to Zimmerman Architectural Studios for Design and Engineering Services for the Fox Cities Exhibition Center

Attachments: [2016 Expo Center Architect and Engineer.pdf](#)

[16-1052](#) Memo concerning awarding contract to Miron Construction for Construction Manager At-Risk Services for the Fox Cities Exhibition Center

Attachments: [2016 Expo Center Construction Manager.pdf](#)

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.

Any questions about items on this agenda are to be directed to Karen Harkness, Director of Community & Economic Development at 920-832-6468.

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



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Meeting Minutes - Final Appleton Redevelopment Authority Exhibition Center Advisory Committee

Thursday, June 2, 2016

1:00 PM

Council Chambers

1. Call meeting to order

Meeting called to order at 1:04 p.m.

2. Roll call of membership

Present: 16 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl, Dearborn and Harkness

Excused: 1 - Meyerhofer

Others present:

Aldersperson Kathleen Plank, District #7

Aldersperson Jeff Jirschele, District #15

3. Approval of minutes from previous meeting

[16-862](#)

ARA Exhibition Center Advisory Committee Minutes from 5-5-16

Attachments: [ARA Exhibition Center Advisory Committee Minutes 5-5-16.pdf](#)

Benz moved, seconded by Wilde, that the Minutes be approved. Roll Call.

Motion carried by the following vote:

Aye: 15 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl and Dearborn

Excused: 1 - Meyerhofer

Recused: 1 - Harkness

4. Public Hearings/Appealances

[16-863](#)

Any Public Participation

There was public participation.

5. Action Items

6. Information Items

[16-866](#)

Release of Request for Proposals (RFP) for Construction Management At-Risk for construction of Fox Cities Exhibition Center

Attachments: [ExhibitionCenter_RFP_ConstructionManagementAtRisk.pdf](#)

This Presentation was presented.

[16-867](#)

Release of Request for Proposals (RFP) for Architectural and Engineering Services for construction of Fox Cities Exhibition Center

Attachments: [ExhibitionCenter_RFP_ArchitecturalandEngineeringServices.pdf](#)

This Presentation was presented.

7. Adjournment

Benz moved, seconded by Dearborn, that the meeting be adjourned at 1:38 p.m. Roll Call. Motion carried by the following vote:

Aye: 15 - Reader, Downs, Scott, Kaufert, Kuen, Vanden Berg, Wilde, Gifford, Benz, Batley, Stankowski, Van Laanen, Rugland, Seidl and Dearborn

Excused: 1 - Meyerhofer

Recused: 1 - Harkness



"...meeting community needs...enhancing quality of life."

**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: 7/6/2016

RE: Action Item: Award contract to Zimmerman Architectural Studios for design and engineering services for the Fox Cities Exhibition Center for a contract of \$1,819,114 and a 10% design contingency for a contract not to exceed \$2,001,025.

On June 7, 2016, Request for proposals were received from six architectural firms for design and engineering services of the Fox Cities Exhibition Center. Three of those firms were subsequently interviewed on June 23, 2016. After the interviews, Zimmerman Architectural Studios was unanimously selected by the review team to be awarded the contract. Zimmerman has compiled a team that includes Fentress Architects who is a well-known designer of exhibition space.

Request for proposals 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 the design of exhibition centers and had the ability to provide fast-track project delivery.

More specifically, Zimmerman Architectural Studios and Fentress Architects demonstrated an understanding and approach to the project that demonstrated their depth of experience and knowledge in exhibition center design and construction. In addition, their project team, comprised of well experienced professionals, who spoke about not only their abilities, but their understanding of how a well-designed Exhibition Center can make a region a destination of choice. Overall, Zimmerman unanimously scored the highest by our review team.

The proposals fees and scoring are as follows:

Architect	Score*	Fee
Enberg Anderson	62.2	\$1,495,144
Hoffman/Betsch	75.4	\$1,410,410
Kahler Slater	67.0	\$1,148,630
McMahon	83.6	\$1,794,764
Strang	65.6	Fee Incomplete
Zimmerman/Fentress	86.8	\$1,819,114

After careful review, our team unanimously recommends awarding a contract to Zimmerman Architectural Studios for \$1,819,114 and a design contingency of 10% for a contract not to exceed \$2,001,025. Note that both reimbursable and contingency expenses are only utilized as needed and allowed per contract and authorization by the project manager. Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.



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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Finance Committee

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

DATE: 7/6/2016

RE: Action Item: Award contract to Miron Construction for Construction Manager at Risk services for the Fox Cities Exhibition Center for a contract of \$589,315 and \$25,000 for reimbursable expenses for a contract not to exceed \$614,315.

On June 7, 2016, request for proposals were received from three construction management/construction firms to provide pre-construction, construction, and post construction services for the Fox Cities Exhibition Center. Two of those firms were subsequently interviewed on June 23, 2016. After the interviews, Miron Construction was unanimously selected by the review team to be awarded the contract.

Construction management at risk delivery method is used when a project has a tight schedule. The construction manager (CM) will serve as an advisor in both the pre and post construction phases. During the pre-construction phase, the CM will provide constructability reviews and offer suggestions to improve schedule and reduce cost. During construction, the CM will act in a similar role as a general contractor, but in this case, the CM will only self-perform work if they are the lowest responsible bidder. Specialty contractors will bid their portion of the work. The CM may choose to bid on some of this work and may or may not be awarded the work based on if they were the lowest responsible bidder. Pre-construction services will assist in ensuring all contractors' work is completed and obtaining all final documentation such as as-built drawings, warranties and operations manuals.

Request for proposals 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 the construction of exhibition centers and had the ability to provide fast-track project delivery.

The proposals fees and scoring were as follows:

CM	Score	Pre-Construction Fee	Construction Fee*	Post Construction Fee	General Conditions Fee	Other Fee
Boldt	87.2	\$28,000	0.5%/\$125,000	No Charge	\$663,760	
C.D. Smith	56.2	\$50,000	2.45%/\$612,500	No Charge	\$993,981	
Miron	87.4	\$25,000	0%/\$0	No Charge	\$539,315	\$25,000

(*) The estimated budget for construction is \$25,000,000.

After careful review, our team unanimously recommends awarding a contract to Miron Construction for a contract of \$589,315 and \$25,000 for reimbursable expenses for a contract not to exceed \$614,315. Note that both reimbursable expenses are only utilized as needed and allowed per contract and authorization by the project manager. In addition, note that under this construction delivery method, the City of Appleton, will pay for the cost of performance bonds which may be reimbursable to Miron Construction. Those costs are not included until bidding is performed and the cost of work is known.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.