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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Parks & Recreation Committee

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

DATE: 1/25/2016

RE: Action Item: Award contract to Alta Planning and Design for a contract of \$112,968 for the development of a Trails Master Plan

The 2016 Capital Improvement budget allocated monies for the development of a Trails Master Plan. Six firms responded to Request for Proposals and 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 trail planning, design and engineering for riverfront trails, future trail connections and audits, cost estimating, and community meetings and workshops. For this project the Deputy Director of Parks & Recreation, the City Traffic Engineer from the Department of Public Works, the Principal Planner from East Central Wisconsin Regional Planning Commission and I scored the proposals.

Alta Planning and Design	\$112,968
SRF	\$102,825
Toole Design Group	\$99,264
Rettler Corporation	\$97,080
Corre, Inc.	\$74,232
Ayres Associates	\$38,604

After careful review our team recommends awarding a contract to Alta Planning and Design for \$112,968. Note that Alta included all reimbursable expenses in their fee while other firms did not. Alta Planning and Design was rated the highest following their interview. Even though some firms may have provided a lower cost, the evaluation determined that the firm did not have all the necessary components, did not have experience with projects of the same size and scope, their teams had not previously worked on similar projects together or could not demonstrate the necessary vision for all areas of this project to ensure the investment is fully maximized.

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