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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 MSA Professional Services for design and engineering services for Erb Park and Pool for a contract of \$838,000 and a 5% contingency for a contract not to exceed \$879,900.

The 2016 Capital Improvement budget allocated monies to perform architectural and engineering services for the redevelopment of Erb Park and Aquatics. 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 park planning, aquatics design and architecture for the bathhouse and pavilion. For this project the Deputy Director and Recreation Programmer for aquatics and I scored the proposals.

Burbach Aquatics –	\$1,211,730 (Did not follow instructions, gave mix of fix fees and % of construction, thus we estimated based on construction of \$9.5 million)
GAI -	\$1,076,207
MSA -	\$838,000
Graef –	\$713,150
Martin & Riley -	\$766,952
McMahon -	\$731,681

After careful review our team recommends awarding a contract to MSA Professional Services for \$879,900. Note that MSA included all reimbursable expenses in their fee. The contingency only would be utilized if unforeseen circumstances such as poor soil conditions are encountered. MSA Professional Services was rated the highest based both on their proposal as well as 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.