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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: 2/20/2017

RE: Action Item: Award contract to Lunde & Williams for design services for Ellen Kort Peace Park for a not-to-exceed contract of \$25,000.

The 2017 Capital Improvement budget allocated monies to perform conceptual and design development services for Ellen Kort Peace Park. Four firms responded to Request for Proposals and were evaluated for relevant experience, prior project success, project team, project understanding/study methodology, project schedule and cost. It was important that the firms clearly demonstrated experience in park planning, riverfront development, an understanding of peace parks and architecture. For this project the Deputy Director, Grounds Manager, Facilities Project Manager and I scored the proposals. Please find below their pricing and scores received from the RFP evaluation.

CORRE -	\$27,283 (points 74.50)
Lunde-Williams -	\$25,000 (points 79.25)
R.A. Smith -	\$71,721 (points 79.50)
MSA -	\$42,500 (points 73.25)

After careful review our team recommends awarding a contract to Lunde Williams for \$25,000. An interview with our team was conducted to review the project and we were very impressed with the project team Lunde-Williams has assembled to work on this project. They effectively demonstrated 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.