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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 McMahon Engineers & Architects for design and engineering services for the Memorial Park restroom/concession facility for a contract of \$58,325 and a contingency of 15% for a contract not-to-exceed \$67,074.

The 2017 Capital Improvement budget allocated \$75,000 to perform conceptual and design and engineering services for the Memorial Park restroom/concession facility and landscape. 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 design, landscape architecture and building architecture. For this project the Deputy Director, Grounds Manager, Facilities Project Manager, Recreation Manager and I scored the proposals. Below are the pricing and scores received from the RFP evaluation.

Gries	-	\$52,020 (points 69.00)
McMahon	-	\$58,325 (points 80.20)
Zimmerman	-	\$63,128 (points 81.80)
MSA	-	\$129,000 (points 85.60)

After careful review our team recommends awarding a contract to McMahon for \$58,325. An interview with our team was conducted to review the project and we were very impressed with the project team McMahon 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. Though Zimmerman scored very similar, after further questioning it was determined McMahon had included a more comprehensive and complete proposal that meets our scope of work.

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