



*"...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  
Colleen Rortvedt, Library Director

DATE: 8/6/2018

RE: Action Item: Award contract to Commercial Horizons for design and engineering services for the Appleton Public Library for a contract of \$347,000.

On April 9, 2018 and April 17, 2018 the City Council and the Library Board, respectively, voted to support the city's efforts to include the library's needs as identified in a mixed use development with Commercial Horizons towards the development of a mixed-use library project on the current site of the Soldier's Square Parking Ramp. The Commercial Horizons team consists of OPN Architects (library consultant), EUA Architects (architect) and Miron Construction (general contractor).

This memo requests to award a contract to Commercial Horizons to provide the following services for the continued planning towards the library and a temporary parking solution during the phasing of construction. The 2018 Capital Improvement Plan includes \$500,000 in funding for the library.

This contract includes:

- Site development and building coordination for the new library.
- Programming and public outreach for the new library.
- Library schematic design.
- Site development for a temporary parking solution.
- Topographic & schematic parking lot layouts for temporary parking.

The Commercial Horizon team continues to demonstrate an understanding and approach to the library project that demonstrates their depth of experience and knowledge in library and mixed use design and construction and recommend awarding this contract so planning for the library can continue.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).

cc: Mayor Timothy M. Hanna