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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

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TO: Fox Cities Transit Commission

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

DATE: 8/25/2020

RE: Action Item: Award the Design Contract for the "2020 Valley Transit Whitman Ave Facility Condition Assessment and Master Plan Project" to Kueny Architects, LLC. in the amount of \$23,185 plus a 10% contingency of \$2,318 for a total not to exceed project engineering cost of \$25,503.

PROJECT

The 2020 Valley Transit budget has allocated monies to perform a condition analysis and create a facility master plan for the Valley Transit Whitman Ave Facility all in accordance with all Federal Transit Administration Guidelines. This master plan will be the basis used to obtain federal funding for a future facility renovation project. This memo addresses selecting a design consultant to perform a condition analysis and create a facility master plan for the Valley Transit Whitman Avenue Facility.

BACKGROUND

The Valley Transit Whitman Avenue Facility was constructed in 1982 and is largely the same as it was in 1982. The facility is approximately 41,000 square feet. This includes an office area, bus maintenance shop, locker rooms, bus parking area, and a carwash. The facility is currently having issues with the plumbing waste lines and is also in need of updating cosmetically. The study will include, but is not limited to structural, mechanical, and architectural building components.

RFP PROCESS:

The request for proposal was distributed via Vendornet to protentional consulting firms.

Representatives from ten firms attended a pre-proposal meeting where the project was defined along with the project scope. All firms from the pre-proposal meeting submitted proposals. The proposals were reviewed and scored by PRFMD and Valley Transit staff prior to the opening of the bid tabulation document. The following table identifies the engineering firms along with their proposal score and proposal pricing:

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS	BID TOTAL	Value (Point/\$)
Oertel Architects	2415	\$71,976	336
Omni Associates	3960	\$143,541	276
CGA/Dimension	1325	\$51,490	257
Urban Engineers	4060	\$253,274	160
Kueny Architects	3925	\$23,185	1,693
Performa	935	\$47,160	198
EXP	3255	\$23,970	1,358
McMahon	1730	\$38,240	452
Bloom Co	2195	\$55,480	396
LHB	3700	\$93,642	395

The evaluation team completed their review and scoring of the submitted proposals. The evaluation team found that Urban Engineers, Omni Associates, and Kueny Architects all provided extremely competitive proposals that all meet the City's needs. The evaluation team then completed the value evaluation to assess whether or not the additional costs from both Omni Associates and Urban Engineers were worth justifying. The formula produced the results that Kueny Architects provided the best overall project value, including costs.

The evaluation team then completed a reference check and interviewed Kueny Architects to ensure Kueny Architects was the right choice for both Valley Transit and PRFMD. The interview and reference check both demonstrated that Kueny Architects is a responsible firm and will provide a product that will best fit the City's needs.

RECOMMENDATION

Award the Design Contract for the "2020 Valley Transit Whitman Ave Facility Condition Assessment and Master Plan Project" to Kueny Architects, LLC. in the amount of \$23,185 plus a 10% contingency of \$2,318 for a total not to exceed project engineering cost of \$25,503.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.