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**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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TO: Fox Cities Transit Commission

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

DATE: 4/27/2021

RE: Action Item: Award the Design Contract for the "2021 Valley Transit Whitman Avenue Facility Renovation Project" to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed a project design cost of \$253,368.

PROJECT

The 2021 Valley Transit budget has allocated monies to implement a facility-wide renovation of the Valley Transit Whitman Avenue Facility in accordance with all Federal Transit Administration Guidelines and the Valley Transit Whitman Avenue Master Plan. This renovation project will follow the fully adopted facility master plan that was completed in 2020. The renovation will include, but is not limited to a building addition, HVAC upgrades, electrical upgrades, plumbing upgrades, office expansion, and all related site work. This memo addresses selecting a design consultant to fully design, create construction documents, bid, and perform construction administration services for the Valley Transit Whitman Avenue Facility Remodeling Project.

BACKGROUND

The Valley Transit Whitman Avenue Facility was constructed in 1982 and has remained 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 a cosmetic update. Valley Transit operations has also outgrown the existing building footprint and an expansion is needed to accommodate operational needs.

RFP PROCESS:

The request for proposal was distributed via Vendornet and published on the City of Appleton's website to potential consulting firms. Representatives from ten firms attended a pre-proposal meeting where the project was defined along with the project scope. All firms who attended 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
Westwood	1085
CGI/Dimension	860
Kueny Architects, LLC.	1655

The evaluation team completed their review and scoring of the submitted proposals based on the Brooks Act. The Brooks Act is a federal requirement that professional services be awarded to be best qualified firm. The evaluation team found that Kueny Architects, LLC. was the most qualified firm. After Kueny Architects, LCC. was chosen based on qualifications, the evaluation team negotiated a fair contract price for the project.

The evaluation team then completed a reference check to ensure Kueny Architects, LLC. was the right choice for both Valley Transit and PRFMD for both quality of work and cost. The reference check demonstrated that Kueny Architects. LLC. is a responsible firm that will provide a quality product at a fair price.

RECOMMENDATION

Award the Design Contract for the “2021 Valley Transit Whitman Avenue Facility Renovation Project” to Kueny Architects, LLC. in the amount of \$230,335 plus a 10% contingency of \$23,033 for a total not to exceed project design cost of \$253,368.

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