



CITY OF APPLETON

Department of Parks & Recreation
Division of Facilities & Construction
Management
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TO: Finance Committee

FROM: Tom Flick, Director, Parks Recreation and Facilities Management

DATE: 2/9/2026

RE: Action Item: Award the design engineering contract for the 2026 Jaycee Park Court Design Project to McMahon in the amount of \$35,120, plus a 5 percent contingency of \$1,756, for a total not to exceed \$36,876.

PROJECT

The 2026 Capital Improvement Budget has allocated \$45,000 to complete the design of a basketball and tennis court at Jaycee Park.

BACKGROUND

Jaycee Park currently has a basketball court that needs repair. The City's Comprehensive Outdoor Recreation Plan, CORP, identified Jaycee Park as a site for a future tennis court. The project will include design for the construction of a new basketball court and a new tennis court. Construction is anticipated in 2027.

RFP PROCESS:

The request for proposal was distributed to four engineering firms. Proposals were reviewed and scored by Parks and Recreation staff prior to opening the proposal tabulation. The table below identifies the proposing firms, proposal scores, and proposal pricing.

Table 1: Engineering Firms and RFQ Results

Firm:	TOTAL PTS	BID TOTAL	Value (Point/\$)
McMahon	745	\$35,120	212
Rettler	605	\$37,510	161
MSA	315	\$37,887	83
JSD	335	\$49,500	68

The evaluation team completed scoring of the submitted proposals and determined McMahon received the highest score and provided the proposal that best meets the City's needs. The McMahon team has extensive experience with similar sport court projects, and their proposal demonstrated a comprehensive approach that includes construction and improvement alternatives intended to best meet the City's needs.

RECOMMENDATION

Award the design engineering contract for the Jaycee Park Court Design Project to McMahon in the amount of \$35,120, plus a 5 percent contingency, for a total not to exceed engineering cost of \$36,876.

Please contact me at 832-3915 or at tom.flick@appleton.org with any questions.