



CITY OF APPLETON

Department of Parks & Recreation

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TO: Finance Committee

FROM: Tom Flick

DATE: 6/8/2026

RE: Action: Approve the request to sole source a contract to Chet Wesenberg Architect, LLC, for professional services needed to complete design, bidding, and construction administration for the 2026 City Hall 6th Floor Office Renovation Project in the amount of \$137,570, with a 5 percent contingency of \$6,878.50, for a total project authorization not to exceed \$144,448.50.

BACKGROUND

This memo requests approval to sole source a professional services contract to Chet Wesenberg Architect, LLC, to complete architectural and engineering services for the 2026 City Hall 6th floor remodeling project.

The City has been completing interior renovations within City Hall through a phased approach to improve aging office areas, update interior finishes, improve space efficiency, and provide a consistent and functional work environment across City departments. Previous phases included renovations to the 5th floor office area and common areas on 5th and 6th floors.

The proposed design work for this phase includes approximately 11,700 square feet of office space on the 6th floor. The project includes Human Resources, Finance, Mayor, and Legal office areas. Although this year's funding is focused on construction of the Human Resources and Finance areas, the design will also include the Mayor and Legal areas to properly coordinate the mechanical, electrical, plumbing, finishes, and overall layout because these areas will function as one completed renovation when both phases are finished.

This work will continue the interior finish standards and design approach that have already been established in the completed City Hall common areas and 5th floor office renovation work. Maintaining consistency is important because City Hall functions as one shared municipal facility, and the renovated department areas should not be designed as isolated or independent projects.

PROJECT PHASING AND FUNDING SUMMARY

The 2026 Capital Improvement Plan includes \$1,850,000 for the 2026 City Hall 6th Floor renovation project. This budget includes design and construction funding for the Human Resources and Finance office areas, along with professional design services for the next phase of the project, which includes the Mayor and Legal office areas.

Although construction will be phased over multiple budget years, the design work needs to be completed as one coordinated effort. When completed, these areas will function as one contiguous renovation on the 6th floor.

This approach allows the City to construct the project in phases while designing the overall renovation correctly from the beginning. It also helps ensure that the final completed project is consistent across

departments, coordinated with existing building systems, and aligned with the design standards already established in the previously completed City Hall common areas and 5th floor renovations.

SCOPE OF SERVICES AND COST

The requested professional services contract with Wesenberg Architects totals \$137,570, with a 5 percent contingency of \$6,878.50, for a total project authorization not to exceed \$144,448.50.

The scope includes existing condition documentation, field verification, code review, design development, construction documents, bidding support, and construction administration. The construction documents will include the architectural, fire protection, plumbing, HVAC, and electrical design needed to publicly bid the renovation work.

Bidding and construction administration services include State Building Plan Approval, prebid support, responses to contractor questions, review of submittals and payment applications, construction meetings, punch list review, and required closeout documentation.

SOLE SOURCE JUSTIFICATION

For phased building renovation projects, it is standard practice to retain the same architectural firm from initial design through project completion to maintain continuity, control costs, reduce risk, and ensure consistency across the completed work.

Wesenberg Architects was selected through a competitive process to provide architectural services for the City Hall interior remodeling project. Since that selection, contracts have been issued incrementally as each phase moves forward to align with annual budgeting practices. Unless performance or cost concerns arise, the City continues to sole source professional services to the originally selected firm through completion of the project.

Wesenberg Architects has completed prior phases of the City Hall remodeling work and is familiar with the building, existing conditions, interior finish standards, City expectations, and the design approach already used in completed areas. Introducing a new architectural firm at this stage would create unnecessary duplication of effort, increase project risk, and could result in inconsistent finishes or design decisions between phases.

The sole source request applies only to professional design, bidding, and construction administration services. The construction phase of the project will be publicly bid, preserving contractor competition while maintaining professional design continuity.

Based on Wesenberg Architects' prior performance, familiarity with City Hall, and role as the architect selected for the overall City Hall remodeling project, Facilities Management believes sole sourcing this contract is in the best interest of the City.

RECOMMENDATION

Award a sole source contract to Chet Wesenberg Architect, LLC, for professional services required to complete design, bidding, and construction administration for the 2026 City Hall 6th Floor Office Renovation Project in the amount of \$137,570, with a 5 percent contingency of \$6,878.50, for a total project authorization not to exceed \$144,448.50.

Please feel free to contact me at (920) 832-3915 with any questions, or by email at tom.flick@appletonwi.gov.