



# CITY OF APPLETON

Department of Parks & Recreation

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TO: Finance Committee

FROM: Tom Flick

DATE: 1/26/2026

**RE:** Action: Approve the carryover of \$48,073 in unused 2025 Parks ADA Upgrades funds that are not under contract into the 2026 Parks ADA Upgrades Project to fully fund construction.

Action: Award the 2026 Parks ADA Upgrades Project construction contract to Milbach Construction Services Co. in the amount of \$82,300, with a 10% contingency of \$8,230, for a total project authorization not to exceed \$90,530.

## **BACKGROUND**

The City's Capital Improvement Plan includes funding for Parks ADA improvements in both 2025 and 2026, with \$50,000 budgeted in each year to address accessibility deficiencies in park facilities.

Three high-priority park pavilions currently do not meet Americans with Disabilities Act requirements and have been identified for correction:

- Linwood Park Pavilion
- Lions Park Pavilion
- Peabody Park Pavilion

The scope of work includes renovation of men's and women's restroom facilities at each pavilion to bring them into compliance with current ADA and building code requirements. These improvements ensure that residents and visitors of all abilities can safely and independently access and use City park facilities.

Improvements at the Linwood, Lions, and Peabody Park pavilions have been identified as priority accessibility needs, and this project directly responds to community input by bringing these restroom facilities into full ADA compliance.

## **PROJECT DELIVERY STRATEGY**

To maximize value and minimize total construction cost, staff intentionally combined the three pavilion restroom upgrades into a single bid package. Bundling the work allowed the City to:

- Achieve economies of scale through a single mobilization and construction contract
- Reduce unit costs compared to bidding each location separately
- Complete all three priority ADA upgrades within existing budget authority

## **FUNDING SUMMARY**

- Unused 2025 Parks ADA Upgrades CIP funds available for carryover: **\$48,073**
- 2026 Parks ADA Upgrades CIP allocation: **\$50,000**
- Design services for this project were completed under the 2024 Parks ADA funding. The remaining balance of **\$7,543**, after the 2025 carryover is applied to the 2026 project, will be used to support construction administration and project closeout.

## **PUBLIC BID RESULTS**

Bids were received and opened in accordance with City procurement requirements. Results are as follows:

<b>Milbach Construction Services Co. (low bid)</b>	<b>\$82,300</b>
RJM Construction LLC	\$88,320
Cardinal Construction Co., Inc.	\$89,434

## **RECOMMENDATION**

Approve the following actions:

- Carryover of \$48,073 in unused 2025 Parks ADA Upgrades funding that is not under contract into the 2026 Parks ADA Upgrades Project to provide the additional funds necessary to complete the project.
- Award the 2026 Parks ADA Upgrades Project construction contract to Milbach Construction Services Co. in the amount of \$82,300, with a 10% contingency for a total project authorization not to exceed \$90,530.

Our consulting engineer has provided a formal recommendation to award the construction contract to Milbach Construction Services Co., the lowest responsive bidder. The Parks and Recreation Department has reviewed and concurs with this recommendation. The proposed contingency is intended to address unforeseen conditions and will be used only as necessary.

Please contact me at (920) 832-3915 or via email at [tom.flick@appletonwi.gov](mailto:tom.flick@appletonwi.gov) with any questions.