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May 12, 2023

Honorable Mayor Dan Devine and Common Council Members
City of West Allis

Re: Resolution Authorizing the Hiring of a Design Consultant for Facility Analysis and Conceptual Design of Future Department of Public Works Facility

At the April 18, 2023 Committee of the Whole meeting, City staff was directed to work on an analysis to determine a direction on the future public works facility. A team consisting of City Administrator/Clerk Rebecca Grill, City Attorney Kail Decker, Director of Public Works Dave Wepking, Executive Director of Economic Development Patrick Scholss, and myself worked on a Request for Proposals to evaluate firms that can assist with the analysis needed to provide the information requested by the Common Council.

The team invited 3 firms to provide proposals: Barrientos Design and Consulting, Inc., Kueny Architects, LLC., and Graef. All 3 have designed public works facilities in the area and have the expertise to provide the design and cost information necessary for the analysis.

The proposals were received Friday, May 12, 2023 at noon. At the time of this letter, the team is reviewing the proposals and will endeavor to have a recommendation; however, the consultant recommendation may not be ready by the Council meeting. The team can provide the maximum cost of the consultant which is \$136,000.00

Therefore, it is requested that the Common Council approve recommended consultant if said recommendation is available, but if not, approve the team to retain the firm that best addresses the needs of the City based upon the completeness of the submittal for an amount not to exceed \$136,000.00

Thank you for your consideration.

Sincerely,

Melinda K. Dejewski, PE
City Engineer