



**CITY OF WAUKESHA**

**Administration**

201 Delafield Street, Waukesha, WI 53188  
 Tel: 262.524.3701 fax: 262.524.3899  
 www.waukesha-wi.gov

<b>Committee:</b> Board of Public Works	<b>Date:</b> 4/18/2019
<b>Common Council Item Number:</b> ID #19-0523	<b>Date:</b> 5/7/19
<b>Submitted By:</b> Fred Abadi, Director of Public Works	<b>City Administrator Approval:</b> Kevin Lahner, City Administrator
<b>Finance Department Review:</b> Rich Abbott, Finance Director RA	<b>City Attorney's Office Review:</b> Brian Running, City Attorney
<b>Subject:</b> Review and act on the contract for the Hillcrest Park Open Air Shelter Concept Design and Construction Documents.	

**Details:**  
 The Engineering Division, along with Park Rec, issued a Request for Proposals (RFP) soliciting proposals from three firms for Architectural Services for Conceptual Design of an Open Air Shelter through construction documents, specifications and construction administration services. Two firms responded to the RFP. The Staff Selection Committee reviewed the proposals and made a recommendation to award the proposal to Galbraith Carnahan Architects (GCA). Their experience with numerous historical building renovations and repurposing, which is what this project needs, excelled them over their competition. This proposal is very sensitive of the war history of the site.

**Options & Alternatives:**  
 The other Architect could be hired but they did not score as high as GCA. Therefore, GCA should be chosen for the project.

**Financial Remarks:**  
 This phase of the project was budgeted at \$29,850. The proposal at \$29,725.00 is within budget and should be funded from 5569.68290

**Executive Recommendation:**  
 Recommend approval of the contract with Galbraith Carnahan Architects (GCA) for the Hillcrest Park Open Air Shelter Concept Design and Construction Documents projects.

