



**City of Waukesha**  
201 Delafield Street  
Waukesha, WI 53188  
Tel: 262.542.3700  
waukesha-wi.gov

## City of Waukesha Cover Sheet

<b>Committee:</b> Board of Public Works	<b>Meeting Date:</b> 6/17/2025 (Council Meeting)
<b>ID Number:</b> ID#25-00961	<b>Ordinance/Resolution Number (if applicable):</b> N/A
<b>Department Submitting:</b> Department of Public Works	<b>Submission Date:</b> 6/5/2025 (BPW Meeting)
<b>Agenda Item Title:</b> Review and possible action on the Architectural Design Services Consulting Contract for 2025 and 2026 Community Investment Program (CIP) projects on an as-needed basis.	

### Issue Before the Council:

The Department of Public Works solicited proposals from consultants for Architectural Design Services on an as-needed basis for all phases of design, from programming, through bidding and construction administration, including cost estimating.

### Options & Alternatives:

Another one of the consultants could be chosen, but ISG Inc. is recommended due to obtaining the highest score based on the scoring criteria established in the City's Request For Proposals (RFP).

### Additional Details:

The RFP was sent to six consultants resulting in five responses. The city's review committee evaluated the responses based on the credentials and experience of the project team and firm, references and prior projects, and the cost of services provided. Below are the rankings of the firms:

2025 Architectural Design Services					
	Enberg Anderson	Excel	ISG	Strang	Thrive
<b>Credentials of Team (40%)</b>	9.60	10.00	11.20	10.00	10.80
<b>Score Average</b>	3.20	3.33	3.73	3.33	3.60
<b>References and Prior Projects (30%)</b>	7.20	7.80	8.40	6.90	7.50
<b>Score Average</b>	2.40	2.60	2.80	2.30	2.50
<b>Cost (30%)</b>	7.20	5.10	7.20	8.10	8.40
<b>Score Average</b>	2.40	1.70	2.40	2.70	2.80
<b>Total Score</b>	<b>8.00</b>	<b>7.63</b>	<b>8.93</b>	<b>8.33</b>	<b>8.90</b>
<b>Rank (Review)</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>2</b>
<b>Recommendation</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>3</b>	<b>2</b>

Below are the hourly rates submitted by ISG within their proposal:

Staff Type	Hourly Rate 2025	Hourly Rate 2026
Surveyor	\$205	\$215
Architect – Project Manager	\$160	\$168
Architect	\$235	\$247
Civil and Site Design	\$200	\$210
Mechanical Design	\$250	\$263
Electrical Design	\$250	\$263

**What is the Strategic Plan Priority this item relates to:**

People Centered Development

**What impact will this item have on the Strategic Plan Priority?**

This item will allow for the delivery of CIP projects requiring architectural services to provide capital improvements to City facilities including mobility and accessibility and recreational spaces.



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**Financial Remarks:**

The architectural services provided on CIP projects would be covered by the individual project budgets and associated project account(s).

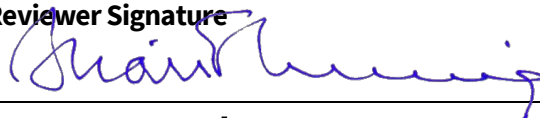
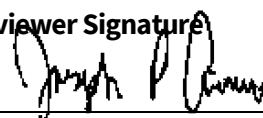
**Executive Recommendation:**

Recommend approval entering a Contract with ISG Inc., for Architectural Design Services for the hourly rates provided in ISG's proposal on an as-needed basis pending final approval by the City Attorney.

**Recommended Motion:**

Recommend approval to Council to enter a Contract with ISG Inc., for Architectural Design Services for the hourly rates provided in ISG's proposal on an as-needed basis pending final approval by the City Attorney.

**Reviewed By:**

<b>Reviewer #1 Name &amp; Title</b> Brian Running, City Attorney	<b>Reviewer Signature</b> 
<b>Reviewer #1 Name &amp; Title</b> Joseph Ciurro, Finance Director	<b>Reviewer Signature</b> 
<b>City Administrator</b> Anthony Brown	<b>Reviewer Signature</b> 