

Purchasing Department

Kathryn Kasper
Purchasing Agent



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Honorable Mayor Cory Mason and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

Ladies and Gentlemen:

I am requesting permission to appear before the Finance & Personnel Committee and Public Works & Services to discuss the results of Official Notice #8-2018, Request for Proposal - Construction Management Services for City of Racine Fire Station 6. This proposal was opened on June 7, 2018.

The Request for Proposals technique is frequently used by the City when seeking services as opposed to bidding for goods or when price is not the major determining factor in a purchase.

We received two responses from Concord Group and Riley Construction. The response was read and evaluated according the criteria outlined in the RFP by Chief Hansen, Bill Miller and Tom Eeg.

Based on the summary of qualifications received, I am requesting to be authorized to negotiate and contract with Riley Construction for the provision of construction management as associated with construction services for a fee structure of 1.95% of the total construction cost plus reimbursable costs of \$28,500.

Funds for this service are available in account 45030 57200.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Kathryn Kasper", is written over the typed name.

Kathryn Kasper
Purchasing Agent

cc: Chief Hansen
Mr. Thomas Eeg
Mr. Bill Miller