

**City of Racine Transit Facility Office/Mechanics Area Renovation Project  
Architect & Engineering Services Consultant Recommendation Memorandum  
August 17, 2023**

On behalf of the City of Racine Transit Department, The Concord Group has prepared this memorandum to document the selection process used to recommend an award for an Architect and Engineering Consultant team to design and prepare construction documents for renovations at the Racine Transit Facility located at 1900 Kentucky Avenue. The following document summarizes the background of this decision process as well as provides an overall recommendation.

**1. Purpose of Project**

The award under this solicitation is currently fully funded under a financial assistance contract between the City of Racine, the Federal Transit Administration (FTA), and the Wisconsin Department of Transportation for the design and construction phases to renovate select improvements to the facility. The total funds established for this project is \$1,775,000.00 and comprises a proposed contract utilizing State and Federal transit operating assistance covering 80% of the project budget with the remaining 20% being paid by matching funds by the City of Racine. The successful consultant will be required to comply with all applicable federal and state regulations in accordance with requirements outlined in the contract. The selected firm, in general, shall lead the design process and prepare construction plans and specifications for select renovations and upgrades to the Office and Maintenance Garage buildings (Total Building Square Foot Area equals 16,500 SF).

**2. Programmatic Summary – Facility Asset Replacements and Building Improvements**

Potential programs that are proposed to be evaluated include exterior façade changes, entrance modifications, reception area renovations, roof replacement, kitchen/lunchroom and breakroom area upgrades, bathroom renovation, maintenance garage modifications, and potential HVAC improvements. These building components will be prioritized in the early Schematic Design phase and further assessed against corresponding construction cost estimates in an effort to maximize the potential improvements against allocated funding dollars.

**3. RFP Responses and Evaluations**

A total of three consultants submitted proposals for this project, as follows:

- a. Bloom Companies, LLC
- b. Allume Architects
- c. Kueny Architects, LLC

The selection panel consisted of Trevor Jung, Transit and Mobility Director and Ron Pritzlaff, Assistant Commissioner of Public Works from the City of Racine, with assistance from Jim Joehnk representing The Concord Group, the City's Owner's Representative on the project. In accordance with the City of Racine published RFP process, the selection team evaluated and scored each of the submitted proposals based on but not limited to the following factors:

- a. Project Experience (30%)
- b. Project Approach and Understanding (20%)
- c. Project Team Qualifications (20%)
- d. Project Fee and Reimbursables (30%)

**4. Recommendation**

An evaluation summary was compiled in a matrix format of scores to rank the consultants. After completing this summary, the highest-ranking consultant was further evaluated to confirm their submitted fee and hourly rates presented. Also, all references submitted by this firm were contacted to qualify and vet the information provided in their proposal.

As a result of this evaluation, the consultant that received the highest score and ranking was **Kueny Architects, LLC**. On behalf of the selection committee, it is recommended that **Kueny Architects, LLC** be awarded the contract for a fee of \$114,400.00 to complete the design and prepare construction documents for the Racine Transit Facility Office and Maintenance Garage Building Renovations located at 1900 Kentucky Avenue.

**5. Next Steps and Proposed Project Schedule**

With the support and ratification of this decision by the City of Racine Public Works and Services Committee and the Racine Common Council, Kueny Architects, LLC will be engaged via a letter of intent. Discussions will immediately commence to negotiate an applicable professional services contract. The tentative Project Schedule is provided below for reference and may be subject to change based on the final Design process.

A/E Contract Negotiations/Award	Q3 2023
Design Phase Begins	Q3 2023
Bidding Phase Occurs	Q2 2024
Contractor Award	Q2 2024
Construction Begins	Q2 2024
Substantial Completion (approximate)	Q4 2024/Q1 2025