

**CITY OF SHEBOYGAN**

**REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION**

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**ITEM DESCRIPTION:** A resolution authorizing the appropriate City officials to enter into contract for a comprehensive structural and mechanical condition analysis of most city-owned buildings to aid in future maintenance and proactive future budget planning.

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**REPORT PREPARED BY:** Bernie R. Rammer Purchasing Agent

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**REPORT DATE:** January 21, 2025

**MEETING DATE:** January 28, 2025

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**FISCAL SUMMARY:**

**STATUTORY REFERENCE:**

Budget Line Item: 400100-531100  
Budget Summary: Capital Projects  
Fund – General  
Government –  
Contracted  
Services  
Budget Expenditure: \$248,760.00  
Budgeted Revenue: N/A

Wisconsin N/A  
Statutes:  
Municipal Code: N/A

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**BACKGROUND / ANALYSIS:** For many years the City has funded maintenance of its many buildings in a reactive manner without a solid planning tool in place to assist in appropriately budgeting for repairs and improvements. With the creation of the new Buildings, Grounds and Facilities Department, the need for a point in time analysis of structural and mechanical condition of the many buildings is evident. The study will also include a forward-looking appraisal of necessary future needs, as well as a software database tool with which to manage the information.

**STAFF COMMENTS:** A Request for Proposals was issued to identify a firm having the proper qualifications and relative experience to perform the work. Following a review of all the proposals received, Concord Consulting Group of Illinois, Inc. was found to best comply with the specifications and also submitted the lowest cost.

The database to be created, will run on the City’s existing ESRI GIS Software platform without the need for additional expense related to on-going software licensing and support.

A budget amendment is required for this matter and is included in the Resolution.

**ACTION REQUESTED:** A motion to recommend the Common Council adopt Res. No. 152-24-25 authorizing the appropriate City officials to enter into contract for a comprehensive structural and mechanical condition analysis of most city-owned buildings to aid in future maintenance and proactive future budget planning.

**ATTACHMENTS:**

- I. Res. No. 152-24-25
- II. Concord Contract with exhibits