

## MEMO

TO: Mayor McFarland and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: May 17, 2023

RE: Finance Committee Agenda Narrative of May 22, 2023

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### Agenda Item:

Review and take possible action: Award Landscape Architecture, Design, and Planning Services For the Downtown Main Street Reconstruction Project to Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio for up to \$90,000

### BACKGROUND

The City of Watertown, Wisconsin, requested the services of a qualified Landscape Architect for the purpose of providing a master plan that would encompass the following: design of and detailed construction documents, as needed, for streetscape improvements that would include: Main Street entrance feature (arch), determine locations of and create public meeting spaces, well-designed seating at pedestrian friendly intervals, determine locations (design by WisDOT) of permanent parklets and pedestrian bump outs, determine appropriate street locations for temporarily closures for programming, style/selection of multi-purpose well designed bubbler, pedestrian level flower pots/planters, benches, trash receptacles, etc. Other items to be addressed in the master plan would include creating a naming system for public parking lots and improve aesthetics of existing parking lots, as well as the creation of a well-designed way finding signage network including sign design and placement. The City received five proposals that were reviewed by a review committee using qualification based selection criteria. The review committee determined the most qualified firm was the team of Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio. The City has a long history of working with these firms and believe they will do an excellent job. Attached is their price proposal. The review committee recommends awarding the base proposal and all the alternates for up to \$90,000. The master plan is funded using \$90,000 of ARPA funds. A draft resolution is attached.

### ATTACHMENTS:

- Vandewalle & Associates/Ruekert & Mielke/Eye Level Studio price proposal
- Draft Resolution