

**Watertown Park Commission**

April 19, 2023

**Agenda Item:** Highland Park Bathrooms**Request for Action:** Direction on Solicitation of Quotes Process for Highland Park Bathrooms**Employee/Dept.:** Jake Foster, City Administrator**Background:**

The Watertown City Council approved the Highland Park Master Plan at their April 11<sup>th</sup>, 2023 City Council meeting. One of the top priority items in the plan, and as discussed by the Park Commission, was the upgrades to the bathrooms and press boxes. This items was also included in the 2023 Capital Improvement Plan (CIP).

To ensure the budgeted amount (\$75,000) was appropriate for the scope, staff has begun to discuss the project informally with vendors. It has proved to be more challenging than anticipated to find firms interested in bidding on the project.

Staff is looking for direction from the Park Commission as to how quotes should be solicited, and that solicitation is recommended to City Council for approval. The two approaches that staff has identified for soliciting quotes would be reaching out directly to specific firms who might be interested in the project, and issuing a formal Request for Proposals (RFP). The latter would provide the specific scope of what the project and respective bids should include. Proposals would be received within a specific window, and then the Council would choose to accept a bidder from that list.

Staff would prefer to solicit bids directly from firms as this would provide more flexibility throughout the process.

**Attachments:**

None