



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda - Final Utilities Committee

Tuesday, April 13, 2021

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[21-0429](#) Approval of the April 7, 2021 Utilities Committee Meeting Minutes.

Attachments: [April 7, 2021 Utilities Committee Meeting Minutes.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[21-0438](#) Request to sole source contract to Patrick Engineering for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 5 (Final Phase), for a contract fee of \$259,600 and a contingency of 5% not to exceed a total contract of \$272,580.

Attachments: [2021 Electrical Distribution System Upgrades Design for 480v cabeling and Pov](#)

[21-0430](#) Preliminary Resolution 2-P-21 for Sanitary Laterals, Storm Laterals and Storm Main be adopted and refer the matter to the Finance Committee to determine the assessment rate.

Attachments: [Resolution 2-P-21.pdf](#)

[21-0431](#) Award of 2021F Stormwater Consulting Services Contract for Morrison Street and Glendale Avenue reconstruction with Brown and Caldwell in an amount not to exceed \$32,775.

Attachments: [2021 Morrison Glendale Award memo_\(002\).pdf](#)

6. **Information Items**

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.

For questions on the agenda, contact Chris Shaw at 920-832-5945 or Paula Vandehey at 920-832-6442.



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100 North Appleton Street
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Meeting Minutes - Final Utilities Committee

Wednesday, April 7, 2021

6:45 PM

Council Chambers, 6th Floor

Special

1. Call meeting to order

Chairperson Meltzer called the Utilities Committee meeting to order at 6:45 p.m.

2. Roll call of membership

Aldersperson Otis arrived at 6:54 p.m.

Present: 4 - Meltzer, Fenton, Prohaska and Smith

Excused: 1 - Otis

3. Approval of minutes from previous meeting

[21-0312](#)

Approval of the March 9, 2021 Utilities Committee Meeting Minutes.

Attachments: [March 9, 2021 Utilities Committee Meeting Minutes.pdf](#)

**Smith moved, seconded by Fenton, that the Minutes be approved. Roll Call.
Motion carried by the following vote:**

Aye: 4 - Meltzer, Fenton, Prohaska and Smith

Excused: 1 - Otis

4. **Public Hearings/Appearences**

5. **Action Items**

[21-0313](#)

Anticipated award for Unit N-21, Spot Repairs, Protruding Tap and Mineral Deposit Removal (bids to be opened Monday, March 22, 2021).

Attachments: [Unit N-21.pdf](#)

Item was amended to award Unit N-21, Spot Repairs, Protruding Tap and Mineral Deposit Removal to Great Lakes TV Seal, Inc. in an amount not to exceed \$173,885 with a contingency of \$515. (4-0)

Smith moved, seconded by Fenton, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Fenton, Prohaska and Smith

Excused: 1 - Otis

6. Information Items

[21-0357](#)

Follow-up to questions raised regarding contractor's use of glyphosate at stormwater sites.

Attachments: [Follow up questions regarding glyphosate.pdf](#)

This item was reviewed.

[21-0314](#)

Monthly Reports for February 2021:
- Water Distribution and Meter Team Monthly Report

Attachments: [Water Main Breaks February 2021.pdf](#)

The reports were reviewed.

7. Adjournment

Smith moved, seconded by Fenton, that the Utilities Committee meeting be adjourned at 6:59 p.m.. Roll Call. Motion carried by the following vote:

Aye: 5 - Meltzer, Fenton, Otis, Prohaska and Smith



“...meeting community needs...enhancing quality of life.”

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

1819 East Witzke Boulevard
Appleton, Wisconsin 54911-8401
(920) 832-5572 FAX (920) 993-3103
Email - dean.gazza@appleton.org

To: Utilities Committee

From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management

Date: April 13, 2021

Re: Action: Request to sole source contract to Patrick Engineering for professional services needed to complete the Wastewater Electrical Distribution Upgrades Phase 5 (Final Phase), for a contract fee of \$259,600 and a contingency of 5% not exceed a total contract of \$272,580.

This memo is a request to sole source a contract to Patrick Engineering to fully design, create construction documents, provide construction services, and complete a power system study for the Wastewater Electrical Distribution Upgrades Phase 5 project (Final Phase). Construction phases 1-4 were also sole sourced to Patrick Engineering.

This project includes a complete upgrade of the electrical distribution at the Wastewater Plant. The current system is over 40 years old and the Plant has experienced so many changes that an upgrade is necessary to continue a smooth operation and to ensure dependability of the plant.

Due to the size and complexity of this project it was broken into multiple phases over multiple years. The City of Appleton selected Patrick Engineering for the entire project. Phase 5 (Final Phase) design, bidding, and construction oversight will cost \$216,600 which is competitive for this type of work and includes: Design, Bid Documents, Bid Review, Approval Drawing Review, Factory Acceptance Testing, Commissioning of all Components, Assistance with Start-Up, and Onsite Construction Oversight Services.

Once Phase 5 has been implemented and completed, we will require Patrick Engineering to complete a facility-wide Power System Study. The Power System Study is needed because of the significant changes made to the entire electrical system. The Power System study will include Field Investigation, short circuit per ANSI standards utilizing SKM's a-fault module, protective device coordination study utilizing SKM's captor module, arc flash analysis per IEEE 1584 and NFPA 70E, and arc flash labels. The cost for the Power System Study is \$43,000, which is competitive for this type of work.

On a large complex multi-year project the process of issuing contracts is different than issuing a one-time contract. In this case PRFMD and the Utilities Department fully evaluated and selected a company from the beginning to see the City through the entire project. The City issues contracts as the work is being performed year to year to align with the City of Appleton's budget. Unless the design firm does not deliver, meet expectations, or their fees are not in alignment with previous contracts, the City will sole

source the contracts until the work is completed. For the project to be successful it is necessary to only have one design firm involved from beginning to end.

Patrick Engineering has as unsurpassed knowledge of the current electrical system from the five previous projects (four construction phases and one master planning contract). Based upon Patrick Engineering's previous experience along with the proposals and selection process from the five previous years, PRFMD is requesting sole sourcing. PRFMD believes that the department's choice of Patrick Engineering will ensure that the investment is fully maximized based on their past work and continuity throughout a highly complex and technical project.

RECOMMENDATION:

Award Wastewater Electrical Distribution Upgrades Phase 5 Project (Final Phase) to Patrick Engineering in the amount of \$259,600 with a contingency of 5% only to be utilized as needed.

Please feel free to contact me at 832-5572 with any questions, or by email at dean.gazza@appleton.org.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 2-P-21

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2011-2012.

RESOLVED, by the Common Council of the City of Appleton, Wisconsin:

1. The Common Council hereby declares its intention to exercise its powers under Section 66.0703, Wisconsin Statutes, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of the following area.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

- Appleton St (College Ave to Atlantic St)
- Atlantic St (Oneida St to Lawe St)
- Douglas St (Commercial St to Wisconsin Ave)
- Elsie St (Mason St to Richmond St)
- Jackson St (Calumet St to Fremont St)
- Lawrence St (Walnut St to Elm St)
- Madison St (Calumet St to Taft Ave)
- Meade St (Pacific St to Commercial St)
- Minor St (Meade St to Rankin St)
- Opechee St (Green Bay Rd to east)
- Owaissa St (Opechee St to Pacific St)

2. The total amount assessed against such property shall not exceed the total cost of the improvements. The Common Council determines that such improvements shall be made under the police power and the amount assessed against each parcel shall be on a cost per front foot, area or unit cost basis.

3. The assessments against any parcel may be paid to the Finance Department on receipt of Special Assessment Notice by one of the following:

- a. In cash, or if entered on the Tax Roll;
- b. One installment, if the assessment is \$1000 or less;
- c. In five equal annual installments, if the assessment is greater than \$1000;

Deferred payments shall bear an interest at the prime rate plus 3% per annum on the unpaid balance.

4. The Finance Committee is directed to prepare a report consisting of:

- a. Preliminary plans and specifications for said improvements.
- b. An estimate of the entire cost of the proposed street improvements.
- c. A schedule of proposed assessments showing the properties that are benefited by the work or improvements.

Upon completing such report, the Finance Committee is directed to file a copy thereof in the office of the City Clerk for public inspection.

5. Upon receiving the report of the Finance Committee, the City Clerk is directed to give notice of a public hearing on such report as specified in Section 66.0703 (7) (a), Wisconsin Statutes. The hearing shall be held at the Council Chambers in the City Hall at a time set by the City Clerk in accordance with Section 66.0703 (7) (a), Wisconsin Statutes.

Jake Woodford (Mayor)

Adopted: April 21, 2021

Attest: Kami L. Lynch (City Clerk)

Department of Public Works – Engineering Division

MEMO

TO: Utilities Committee

FROM: Paula Vandehey, Director of Public Works
Sue Olson, Staff Engineer
Pete Neuberger, Staff Engineer

DATE: April 7, 2021

RE: Award of 2021F Stormwater Consulting Services Contract for Morrison Street and Glendale Avenue reconstruction with Brown and Caldwell in an amount not to exceed \$32,775.

The Department of Public Works is requesting approval of the 2021F Stormwater Consulting Services Contract with Brown and Caldwell for stormwater management services related to the reconstruction of Morrison Street and Glendale Avenue in an amount not to exceed \$32,775. After this contract, \$343,464 will remain in the 2021 stormwater consulting services budget.

Morrison Street from Wisconsin Avenue to Glendale Avenue is programmed for reconstruction in 2023, with underground utility updates in 2022. This street is in the 2013 Bellaire Ravine study area. Glendale Avenue from Meade Street to Ballard Road is programmed for reconstruction in 2024 with underground utility updates in 2023. This street is in the 2013 Northland Creek study area. City staff will be designing the street and the underground utilities for both of these projects. These projects were included in one scope of services because of the proximity of the two projects and the overflow between the two watersheds in larger events. The scope for the selected consultant includes:

- Updating portions of the water quantity models for portions of the Bellaire Ravine and Northland Creek study areas where these streets are located, including inflow from upstream areas and tailwater impacts from downstream areas.
- Inlet capacity analysis
- Evaluating water quality practices to assist the City in meeting the 2012 Lower Fox River TMDL goals.
- Working iteratively with City staff on Morrison Street storm sewer and street design to ensure flood control and water quality goals are met.

DPW solicited proposals from four engineering firms and received proposals from two of them. Proposals were rated on a 100-point scale on the following criteria: Similar Project Experience, Project Team, Project Understanding and Approach, and Schedule. Technical Proposals were

evaluated by a City review team consisting of Ross Buetow, City Engineer; Pete Neuberger, Staff Engineer; and Sue Olson, Staff Engineer. The ranking below is based on the technical scores.

| <u>Rank</u> | <u>Firm</u> | <u>Score</u> | <u>Price</u> |
|-------------|--------------------|--------------|--------------|
| 1. | raSmith | 81.00 | \$19,760 |
| 2. | Brown and Caldwell | 93.33 | \$28,019 |

Brown and Caldwell's proposal ranked significantly higher because they provided a more detailed approach, a larger team of qualified staff with experience on similar City projects, a communications plan with meetings at critical milestones, more hours and a broader scope of design assistance and optional tasks for the City to consider. The requested amount of award is larger than the proposal amount because it includes the optional task of conducting an inlet capacity analysis.

Based on the quality of work on other City projects and the strong technical proposal provided, staff recommends award of the Stormwater Consulting Services contract for Morrison Street and Glendale Avenue reconstruction to Brown and Caldwell.