



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Utilities Committee

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Tuesday, December 12, 2023

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting  
[23-1465](#) Approval of the November 7, 2023 Utilities Committee Meeting minutes.

**Attachments:** [November 7, 2023 Utilities Committee Meeting Minutes.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

- [23-1466](#) Award of 2024A Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000.

**Attachments:** [2024A-B Plan Review Award Util Memo BC and raSmith final.pdf](#)

- [23-1467](#) Award of 2024B Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Review to raSmith in an amount no to exceed \$50,000.

**Attachments:** [2024A-B Plan Review Award Util Memo BC and raSmith final.pdf](#)

### 7. Information Items

- [23-1468](#) 2024 Joint Chemical Consortium Quotation Awards

**Attachments:** [2024 Chemical Award Memo to UC 121223.pdf](#)

[23-1469](#)

Monthly Report for October 2023:  
- Water Distribution and Meter Team Monthly Report

**Attachments:** [October 2023 Water Main Breaks.pdf](#)

## 8. 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 Danielle Block at 920-832-6474.*



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## Meeting Minutes - Final Utilities Committee

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Tuesday, November 7, 2023

4:30 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

*Chairperson Meltzer called the Utilities Committee Meeting to order at 4:30 p.m.*

2. Pledge of Allegiance

3. Roll call of membership

**Present:** 4 - Meltzer, Del Toro, Doran and Siebers

**Excused:** 1 - Firkus

4. Approval of minutes from previous meeting

[23-1335](#)

Approval of the October 24, 2023 Utilities Committee Meeting minutes.

**Attachments:** [October 24, 2023 Utilities Committee Meeting Minutes.pdf](#)

**Del Toro moved, seconded by Doran, that the October 24, 2023 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Doran and Siebers

**Excused:** 1 - Firkus

5. **Public Hearing/Appearances**

6. **Action Items**

[23-1336](#)

Approval to single source and award 2023D Stormwater Consulting Services contract with raSmith for Construction Related Services for Unit H-23 Lightning Drive Phase 1 in an amount not to exceed \$80,510.

**Attachments:** [2023D Single Source H-23 CRS raS award util memo.pdf](#)

**Siebers moved, seconded by Del Toro, that the single source approval and award of the 2023D Stormwater Consulting Services contract with raSmith for Construction Related Services for Unit H-23 Lightning Drive Phase be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Doran and Siebers

**Excused:** 1 - Firkus

[23-1357](#)

Authorization to opt-out of 3M and Du Pont PFAS class action settlements.

**Attachments:** [PFAS - Memo to Utilities Committee - 11-03-2023.pdf](#)

**Siebers moved, seconded by Del Toro, that the Authorization to opt-out of 3M and Du Pont PFAS class action settlements be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Doran and Siebers

**Excused:** 1 - Firkus

## 7. Information Items

## 8. Adjournment

**Siebers moved, seconded by Del Toro, that the Utilities Committee Meeting be adjourned at 5:11 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Meltzer, Del Toro, Doran and Siebers

**Excused:** 1 - Firkus

## Department of Public Works – Engineering Division

### MEMO

**TO:** Utilities Committee

**FROM:** Danielle Block, Director of Public Works  
Pete Neuberger, Deputy Director of Public Works

**DATE:** November 28, 2023

**RE:** Award of 2024A Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Reviews to Brown and Caldwell in an amount not to exceed \$50,000. Award of 2024B Stormwater Consulting Services Contract for 2024 Stormwater Management Plan Reviews to raSmith in an amount not to exceed \$50,000.

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The Department of Public Works (DPW) is requesting approval of the 2024A Stormwater Consulting Services Contract with Brown and Caldwell (BC) for 2024 Stormwater Management Plan reviews in an amount not to exceed \$50,000. DPW is requesting approval of the 2024B Stormwater Consulting Services Contract with raSmith for 2024 Stormwater Management Plan reviews in an amount not to exceed \$50,000.

The scope of work provided will vary based on submittals received for review. Actual costs will be charged to the City on a time and material basis. This is the first of several stormwater contracts DPW anticipates bringing forward for 2024. After this contract, \$1,236,000 will remain in the 2024 stormwater consulting services budget.

DPW solicited proposals from four engineering firms and received proposals from two of the firms. Technical proposals were rated on a 100-point scale on the following criteria: Related Experience, Project Team, Project Understanding and Approach, and Schedule. Proposals were evaluated by a City review team consisting of City Engineer Pete Neuberger and Assistant City Engineer Mark Lahay.

<u>Rank</u>	<u>Firm</u>	<u>Score</u>
1.	Brown and Caldwell	97.0
2.	raSmith	85.5

2024A and 2024B Stormwater Awards

November 28, 2023

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After initial technical scoring, staff reviewed the compensation proposals provided by both firms. Based on a weighted distribution of assigned project team staff hours, DPW determined an average billable hourly rate of \$169.52 for BC and \$138.10 for raSmith. To rate estimated relative cost-effectiveness DPW then calculated a Price per Point for BC at \$1.75 and for raSmith at \$1.62.

Since 2020, DPW has contracted each year with two review consultants. This has allowed DPW to assign a given project to whichever consultant that staff deems best positioned to conduct the review, in consideration of such factors as workload and familiarity with project specifics. In staff's estimation, this has provided for a more cost-effective approach with quicker turnaround times than could be achieved with one firm. It also provides for an alternative in (historically rare) instances of potential conflicts of interest. BC and raSmith are the two review consultants that DPW has used this way during the past four years.

Based on the proposals and the work performed by both firms over the past four years, staff is confident that contracting with both firms and assigning reviews on a case-by-case basis provides the best option to deliver reviews in a cost-effective and timely manner for 2024.

The Request for Proposals states: *“With satisfactory performance by the selected consultant(s) and consistent staffing, the selected consultant(s) may be contracted for this same work in 2025-2028 (five year maximum) without an RFP process.”* Therefore, if approved, and with satisfactory performance by the consultants, DPW staff anticipate negotiating contracts without an RFP process with BC and/or raSmith for 2025-2028 Stormwater Management Plan Reviews, subject to Utilities Committee and Common Council approval at the appropriate times.

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"...meeting community needs...enhancing quality of life."

Department of Utilities  
 Water Treatment Facility  
 2281 Manitowoc Road  
 Menasha, Wisconsin 54952 – 8924  
 920 – 997 – 4200 tel.  
 920 – 997 – 3240 fax

TO: Chris Shaw, Utilities Director  
 FROM: Kristy Veldman, Admin Support Specialist  
 DATE: December 6, 2023  
 RE: 2024 Joint Chemical Consortium Quotation Awards

The Request for Quote (RFQ) process for 2024 treatment chemicals used amongst the Appleton Water Facility (AWTF), the Appleton Wastewater Treatment Plant (AWWTP), the Neenah Water Utility (NWU), and the Menasha Water Utility (MWU) was completed in November. A joint chemical consortium RFQ was completed in an effort to achieve more competitive quotes. Below are the recommended chemical quote awards. The low quoters have been notified to provide product beginning January 1, 2024.

**2024 Joint Chemical Consortium Quotation Awards**

Chemical	Company	2024 Cost Per LB	2023 Cost @ AWTF	2023 Cost @ AWWTP
Aqua Ammonia	Hawkins	\$0.345 AWTF	\$0.376	NA
ACH (Aluminum Chlorohydrate)	Hawkins	\$0.515 AWTF	\$0.548	NA
Carbon Dioxide	Airgas USA LLC	\$0.086 AWTF	\$0.08	NA
Ferric Chloride	Kemira Water	\$0.243 AWTP	NA	\$0.217
Ferric Sulfate	Chemtrade Chemicals	\$0.19 AWTF	\$0.192	NA
Fluoride (Hydrofluorosilic Acid)	Hawkins	\$0.465 AWTF	\$0.45	NA
Hydrated Lime	Graymont Western Lime	\$0.1210 AWTF	\$0.1064	NA
Hydrochloric Acid	Aqua Pure Aqua Pure	\$1.69 AWTF \$0.52 AWWTP	\$1.73	\$0.51
Phosphoric Acid	Hawkins	\$0.65 AWTF	NA	NA
Potassium Permanganate	Hawkins	\$4.93 AWTF	\$4.85	NA
Powder Activated Carbon	Donau Carbon US LLC	\$1.375 AWTF	\$1.25	NA
Sodium Bisulfite	Alexander Chemical	\$0.30 AWWTP	NA	\$0.3125
Sodium Hypochlorite	Hydrite Chemical Hydrite Chemical	\$0.18 AWTF \$0.18 AWWTP	\$0.225*	\$0.225*

\*Cost per / lb in 2023 was for Quarter 1 only. Additional RFQ's were sent for Quarters 2, 3, and 4

Quotes were solicited from 59 vendors for 13 treatment chemicals. These chemicals are used by some or all of the four facilities. The term of the quotes is for the calendar year of 2024.

The process meets the requirements of the City of Appleton Purchasing Policy and successfully provided the lowest costs available for all the chemicals.

## WATER MAIN BREAK/ JOINT LEAK REPORT - OCTOBER 2023

### YEARLY WATER MAIN BREAK COMPARISON

MONTH 22	MONTH 23	YTD 22	YTD 23
4	7	92	64

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* <small>(Water Costs + Repair Costs)</small>
1420 N. Rankin St.	10/1/2023	309269	CIP	6"	1949	4" Hole	5 Hours	375,895	\$2,285.44	\$11,285.44
NOTES: The break was found due to a call in by a resident. The duration was calculated by the time of the call and the amount of washout and road damage.										
2809 E. Rail Rd.	10/3/2023	309269	DIP	12"	1977	1" Hole, 2" Hole, 9" Hole, and 10" Hole	3 Hours	14,708,431	\$89,427.26	\$98,427.26
NOTES: The break was found due to a call in by a resident and the Water Plant. The duration was calculated by the time of the calls and the amount of water flowing.										
2706 S. Telulah Ave.	10/9/2023	309269	CIP	8"	1964	1/8" Crack	4 Hours	114,031	\$693.31	\$9,693.31
NOTES: The break was found due to a call in because of water bubbling in the street. The duration was calculated by the time of call to time fixed.										
N. Green Bay Rd. & E. Washington St.	10/11/2023	309269	CIP	6"	1958	1" Crack & 3" Hole	2 Hours	547,008	\$3,325.81	\$12,325.81
NOTES: The break was found due to a call about water coming up through the road. The duration was calculated by the time of the call in and the amount of water bubbling.										
813 S. Pierce Ave.	10/13/2023	309269	CIP	6"	1927	1/16" Crack	2 Hours	21,861	\$132.91	\$9,132.91
NOTES: The break was found due to a call about water coming up through the grass. The duration was calculated by the time the leak was called in until fixed.										

\*\*Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.

LOCATION	BREAK DATE	WORK ORDER	TYPE OF PIPE	SIZE	YEAR	BREAK	ESTIMATED DURATION	ESTIMATED WATER LOSS IN GALLONS	DOLLAR VALUE OF WATER REVENUE LOSS**	TOTAL DOLLAR VALUE FOR BREAK* (Water Costs + Repair Costs)
2809 E. Rail Rd.	10/18/2023	309269	DIP	12"	1977	1/16" Hole	15 Days and 6 Hours	14,482	\$88.05	\$9,088.05
NOTES: The break was found because of water coming to the surface. The duration was calculated by the date of the last main break at this same location.										
E. Lexington Dr. & N. Fernmeadow Dr.	10/19/2023	309269	CIP	8"	1964	1/16" Crack	5 Hours	71,269	\$433.32	\$9,433.32
NOTES: The break was found due to a call in by a resident because of water bubbling through the road. The duration was calculated from the time of the call until it was fixed.										

<b>Total Cost =</b>	<b>\$159,386.10</b>
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\*In addition to the dollar value of water revenue lost, there is an average cost of \$9,000 to repair each water main break (including final restoration) and an average cost of \$630 to produce the lost water for each main break.

\*\*Water Loss is calculated at the residential rate of \$6.08 per 1000 gallons.