



City of Appleton

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

Meeting Agenda - Final Finance Committee

Monday, August 26, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order
2. Pledge of Allegiance
3. Roll call of membership
4. Approval of minutes from previous meeting
[24-1147](#) 8/12/24 Finance Committee minutes
Attachments: [Meeting Minutes08124.pdf](#)

5. Public Hearing/Appearances

6. Action Items

[24-1148](#) Request to award the City of Appleton's 2024 AWWTP V-Building Elevator Renovation Project to Otis Elevator Co. in the amount of \$266,300 with a 10% contingency of \$26,630 for a project total not to exceed \$292,930.
Attachments: [2024 AWWTP V-Building Elevator Renovation Project.pdf](#)

[24-1149](#) Request to award the AWWTP Waste Heat-to-Power Generator Install Project contract to Rhode Bros, Inc. in the amount of \$563,500 with a 7.5% contingency of \$42,263 for a project total not to exceed \$605,763 along with the following budget amendment (2/3 vote of Council required).

AWWTP Sludge Storage Building Addition Project	-\$200,000
AWWTP Waste Heat-to-Power Project	+\$200,000

[24-1150](#) Request to approve grant application for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection.
Attachments: [MSC STH 47 Ridgeview SISP grant application request.pdf](#)

[24-1152](#) Request to approve sole source contract with Restoration Systems, Inc. to complete Phase 2 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$59,613.
Attachments: [Finance Award Memo Green Ramp Phase 2 Panel Demolition Contract RSI FI](#)

[24-1158](#) Request to approve sole source Engineering Services Contract to Donohue as part of Phase I AWWTP Anaerobic Digester Engineering Evaluation in the amount of \$49,515 with a 10% contingency of \$5,000 for a total not to exceed \$54,515.

Attachments: [240822_SoleSourceAward_Donohue_AWWTPDigesterEval.pdf](#)

[24-1159](#) Request to approve sole source Engineering Services Contract to McMahon as part of Water Tower Booster Pump Improvements in the amount of \$44,500 with a 10% contingency of \$4,400 for a total not to exceed \$48,900.

Attachments: [240822_SoleSourceAward_McMahon_TowerPump.pdf](#)

[24-1160](#) Request to approve sole source Engineering Services Contract to Applied Technologies Inc. as part of the AWWTP Column and Plank Storage Upgrades in the amount of \$25,500 with a 10% contingency of \$2,550 for a total not to exceed \$28,050.

Attachments: [240822_SoleSourceAward_ATI_SSB_WallPlankModif.pdf](#)

7. Information Items

[24-1151](#) Contract 28-24 was awarded to Joski Sewer Services for \$611,302 for Lead/Galvanized Water Service Replacement. Change orders were approved reducing the contract amount totaling \$88,730.29. Final contract amount is \$522,571.71. Payments issued to date total \$425,129.19. Request final payment of \$97,442.52.

[24-1153](#)

The following 2024 Budget adjustments were approved by the Finance Director in accordance with Policy:

General Fund - Library

Materials Management - Other Reimbursements	+\$500
Materials Management - Books	+\$500

Donation for New Materials

General Fund - Library

Children's - Other Reimbursements	+\$826
Children's - Office Supplies	+\$826

UW Reimbursement for East Asia Grant

General Fund - Library

Children's - Other Reimbursement	+\$2,500
Children's - Other Contracts	+\$2,500

Community Foundation for ASL

General Fund - Library

Children's - Other Reimbursements	+\$700
Children's - Office Supplies	+\$700

OWLs reimbursement for Children's Program Grant

Library Grants

Friends Grant Distribution	+\$41,500
Library Administration - Other Contracts	+\$23,000
Children's Services - Office Supplies	+\$ 9,000
Community Partnerships - Office Supplies	+\$ 9,000

Friends Grant Disbursement

General Fund - Library

Network Services - Other Reimbursements	+\$886
Network Services - Misc Equipment	+\$886

Friends Laptop Purchase Reimbursement

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.

Any questions regarding this agenda, please contact Jeri Ohman at (920) 832-5742



City of Appleton

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

Meeting Minutes Finance Committee

Monday, August 12, 2024

5:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:30pm

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

4. Approval of minutes from previous meeting

[24-1062](#)

7/22/24 and 8/7/24 Finance Committee minutes

Attachments: [Meeting_Minutes072224.pdf](#)

[Meeting_Minutes080724.pdf](#)

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

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

5. **Public Hearing/Appearances**

6. **Action Items**

[24-0972](#)

Resolution #8-R-24 to Require a Super Majority Vote on Wheel Tax or
Wheel Tax Related Fee Increases

Attachments: [#8-R-24 Require Super Majority Vote on Wheel Tax Fee
Changes.pdf](#)

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

Aye: 3 - Croatt, Fenton and Hartzheim

Nay: 1 - Firkus

Excused: 1 - Van Zeeland

[24-1063](#)

Request to approve to de-obligate a portion of two existing ARPA fund allocations and re-obligate to Human Resources Strategic Planning Project

Attachments: [Finance Committee Memo - HR Strategic Planning ARPA.pdf](#)

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

Aye: 3 - Firkus, Croatt and Fenton

Nay: 1 - Hartzheim

Excused: 1 - Van Zeeland

[24-1064](#)

Request to approve State/Municipal Financial Agreement for I-41/Ballard Interchange Project (2025 City Cost Share \$435,200).

Attachments: [I-41 Ballard SMFA Finance Memo w Attachment 08-12-2024.pdf](#)

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

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

[24-0976](#)

Authorization to Accept Fiscal Year 2024 Federal 5339 (b) Funds for \$12,000,000 for the Whitman Facility Remodel Phase 2

Attachments: [FY24 Bus Grant Award for Appleton - Congratulations! email .pdf](#)

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

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

[24-0977](#)

Authorization to Accept Fiscal Year 2024 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant for \$25,000,000 for the Downtown Appleton Regional Transit Multimodal Hub

Attachments: [2024 RAISE Grant Award letter.pdf](#)

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

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

[24-1069](#)

Request to approve the following budget amendments:

Valley Transit Fund

Federal Grants (RAISE)	+\$25,000,000
Federal Grants (ARPA)	+\$ 1,800,000
Buildings	+\$26,800,000

To fund Transit Center reconstruction project with grant funds (2/3 vote of Council required)

Valley Transit Fund

Federal Grants (Section 5339b)	+\$15,000,000
Buildings	+\$15,000,000

To fund Whitman facility remodel with grant funds (2/3 vote Council required)

Valley Transit Fund

Federal Grants (Cares Act)	+\$4,191,645
Buildings	+\$4,191,645

To fund Whitman facility remodel with grant funds (2/3 vote of Council required)

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

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland

[24-1068](#)

The Finance Committee may go into closed session according to State Statute §19.85(1)(e) for the purposes of deliberating or negotiating an agreement and the investing of public funds regarding a public property located in the downtown district.

Fenton/Hartzheim to go into closed session. 4-0 by roll call.

Meeting went into Recess

Meeting Reconvened

6:37 Motion to rise and report. 4-0

This Report Action Item was discussed

7. Information Items

[24-1065](#)

2024 Risk Management Mid-Year Report

Attachments: [2024 Mid Year Risk Report.pdf](#)**This item was presented**[24-1067](#)

Contract 28-24 was awarded to MRJ INC. dba Joski Sewer, for the U-24 Lead/Galvanized Water Service Replacements in an amount not to exceed \$611,302. Two amendments were made to the contract. The first was issued to adjust the contract to reflect the Contractor's bid price of \$445,583.80. The second was issued to incorporate a change order in the amount of \$76,987.91, bringing the final contract amount to \$522,571.71. Payments to date total \$425,129.19. The final contract payment is to be issued in the amount of \$97,442.52.

This item was presented

8. Adjournment

Fenton moved, seconded by Hartzheim, that this meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Firkus, Croatt, Fenton and Hartzheim

Excused: 1 - Van Zeeland



CITY OF APPLETON

Department of Parks & Recreation

1819 East Witzke Blvd.

Appleton, WI 54911

p: 920-832-3919

f: 920-993-3103

www.appleton.org

TO: Finance Committee

FROM: Dean R. Gazza

DATE: August 26, 2024

RE: Action: Award the City of Appleton’s “2024 AWWTP V-Building Elevator Renovation Project” to Otis Elevator Co. in the amount of \$266,300 with a contingency of 10% for a project total not to exceed \$292,930.

The 2024 Capital Improvement Plan includes \$350,000 to renovate the V-building freight elevator. Of that amount, \$23,300 has been utilized for professional services, leaving a balance of \$326,700 for construction. The existing elevator is over 40 years old and is at the end of its useful life. This project will replace all the mechanicals, controls, and finishes on the existing elevator.

The bids were received as follows:

Otis Elevator Co. \$266,360

Although only one bid was received, we are comfortable proceeding despite the lack of other bids. It is unlikely that additional bids could be obtained in the foreseeable future as this is specialized work and there are only a few companies in the state that do this type of work.

Our consulting engineer has written the City of Appleton a formal letter of recommendation to award the contract to Otis Elevator Co. The Division of Facilities and Construction Management has also reviewed the bid and is in agreement with the engineer’s recommendation. Therefore, we recommend awarding the contract to Otis Elevator Co. in the amount of \$266,300 plus a contingency of 10% only to be utilized as needed.

Please contact me at 832-5572 or at dean.gazza@appleton.org with any questions.



CITY OF APPLETON

MEMORANDUM

Date: 08/20/2024
To: Municipal Services Committee
From: Michael Hardy, P.E., Traffic Engineer
Subject: Grant application request for new traffic signal at the Richmond Street (STH 47) / Ridgeview Drive intersection

The Department of Public Works (DPW) is requesting authorization to apply for grant funds through the Wisconsin Department of Transportation (WisDOT) *Safety and ITS Standalone Program* (SISP). Our grant application is to install a new permanent traffic signal (and make related improvements) at the intersection of State Trunk Highway (STH) 47 (Richmond Street) and Ridgeview Drive. The total estimated project cost is \$640,000, of which the local cost share would be 10% (\$64,000). Any real estate acquisition would be City's responsibility, separate from the SISP program (\$25,000). The deadline for this grant application submission is September 20th.

DPW is pursuing a 50/50 local cost share agreement with the Town of Grand Chute to split the local cost share (\$64,000 plus ~\$25,000 for real estate). The City would take the lead on this project, as most of this intersection falls within city limits. DPW has included \$75,000 in our 2025 proposed budget to front the consultant-supported design. Construction and real estate costs would be included in DPW's 2026 proposed budget.

Based on ongoing complaints, the Traffic Section reviewed the operations of the Richmond Street (STH 47) / Ridgeview Drive intersection. The complaints include the prevalence of crashes, long waits on Ridgeview Drive, difficult sight lines for northbound/southbound left turns, and challenges crossing Richmond Street for bicyclists and pedestrians.

Our review determined the traffic volumes are approaching the warrant thresholds, and the crash warrant was met in 2021. The recent development in the Town to the east is a contributing factor. Once the remaining green space in that area is developed, we anticipate the volume threshold will be met.

The scope of the proposed project will include a new permanent traffic signal, geometric improvements to sidewalks to achieve compliance with standards, and aligned left turn lanes for optimal visibility and safety.

Perhaps more pressing, WisDOT will be implementing a temporary traffic signal (with overhead span wire) at this intersection in April 2025 to mitigate traffic rerouting for the I-41 & Ballard Road interchange closure. We feel the temporary traffic signal will establish a precedent and

SISP Grant App
08/20/2024
-Page 2-

expectation by the public that traffic signal control should remain. We also feel this temporary signal will induce additional traffic on Ridgeview Drive, resulting in additional signal warrants being met. WisDOT has agreed to keep their temporary signal in operation through the summer of 2026 to allow for construction of this new, permanent signal.



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: 08/26/2024
To: Finance Committee
From: Pete Neuberger, Deputy Director of Public Works
Subject: Approve sole source contract with Restoration Systems, Inc. to complete Phase 2 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$59,613.00.

The Department of Public Works (DPW) is requesting approval of a single-source contract with Restoration Systems, Inc. (RSI) to complete Phase 2 of the Green Ramp Barrier Panel Emergency Repair in an amount not to exceed \$59,613.00.

The proposed Phase 2 emergency repair work involves all labor, materials, equipment, and transportation necessary to complete the demolition and disposal of the damaged 6th floor concrete barrier wall with attached cable railing, and all required traffic control.

As referenced in the Phase 1 Green Ramp Repair award memo at Finance Committee on 08/07/2024, a vehicle struck and severely damaged a sixth-floor concrete barrier panel, necessitating emergency panel replacement and related work. The previously authorized Phase 1 work involves the installation of a temporary engineered shoring system extending from level 6 down to ground level. A Phase 3 proposal to construct and install a replacement barrier panel is pending, and will be presented at a future meeting.

RSI is currently under separate contract to conduct Phase 1 Green Ramp emergency repairs, as well as scheduled 2024 maintenance and repairs in all three ramps. RSI's prior prequalification process for ramp repairs and their ongoing excellent work on the previously scheduled repairs provide strong evidence to DPW of their capability to perform this emergency repair swiftly, effectively, and safely.



DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax

www.appleton.org/government/utilities

MEMORANDUM

Date: August 22, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Ryan Rice, Deputy Director of Utilities
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Director of Utilities
Subject: **Finance Committee Action: Sole Source Engineering Services Contract to Donohue as part of Phase I AWWTP Anaerobic Digester Engineering Evaluation in the amount of \$49,515 with a 10% contingency of \$5,000 for a total not to exceed \$54,515**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) operates two 2.2-million gallon (Mgal) egg-shaped digesters (ESDs) that produce methane and carbon dioxide through the biological conversion of organic material under anaerobic conditions present in the ESDs. The ESDs are the primary treatment process that stabilizes and reduces volume of the following solids waste streams: raw sludge (RS), primary scum (PSC), thickened waste activated sludge (TWAS), and hauled-in, high-strength waste (HSW). These waste streams are co-mingled in the Raw Sludge Blending Tank (RSBT) before being pumped to the ESDs by Digester Feed Pumps (DFP). The ESDs operate in the mesophilic range (85 - 100°F), typically at 95°F. Digester gas (DG) generated by the anaerobic process is collected at the top of the ESDs. Each digester is 113.56-feet tall and 80-feet in diameter at the girth. The nominal liquid height is 105.5 ft. The two ESDs are designed to operate in parallel, providing a total digestion volume of 4.4-Mgal.

The ESDs were originally commissioned in 1993 and were last taken offline in 2010 and 2011 as part of an inspection, maintenance, and improvements project. The interior inspections performed as part of that work found much of the coating system to be largely intact. However, there was evidence where areas of the coal tar epoxy finish had lost thickness or was nearly absent at the lower elevations of the ESDs. Interior coating repairs or wholesale replacement was not recommended at that time because the interior carbon steel did not show signs of substantial corrosion or metal deterioration except for localized shallow pitting at some of the welded seams.

A 2025 digester inspection and maintenance project has been identified given the extent of upstream ductile iron piping deterioration identified as part of recent piping replacement projects coupled with current treatment system operating conditions. The engineering scope of work will establish most the effective method to perform inspections, anticipated maintenance and repairs including planned improvements (e.g. cathodic protection and corrosion instrumentation) with the least downtime and impact to treatment operations. The ESD conditions assessment completed

following the 2025 inspection work could impact future budget years if substantial steel repairs and/or coating system replacement is deemed necessary.

AWWTP staff sought a professional services proposal from Donohue for the purposes of defining a scope of work in 2024 that will subsequently be incorporated in a 2025 public bid project. The future scope will identify strategies capable of effectively addressing operational issues identified by staff in recent years. These strategies must include improvements that would inhibit and monitor corrosion within the ESDs given the evidence of upstream ductile iron corrosion. It will be critical that a well-conceived work sequence and schedule be identified that will minimize the duration each ESD will be taken offline while ensuring continuity of treatment without jeopardizing Wisconsin Pollution Discharge Elimination System (WDPES) permit compliance. Minimizing the window the ESDs are offline for inspection and maintenance activities will also reduce amount of lost treatment revenue associated with the HSW Program because many permitted wastes will not be able to be accepted during that duration.

PROPOSAL

Donohue was asked to provide an engineering service proposal that would deliver the necessary strategies, upgrades, and work sequence to successfully navigate this project. The uncertainty associated with developing a scope of work around a multiple hypothetical inspection finding scenarios is complicated by the necessity to complete tasks during the warm weather season. This is because digester biogas production would be reduced by at least 50%. If work would extend into late fall or winter, building and process heating demands normally satisfied by the biogas boilers would instead be supplemented by the purchase of natural gas. Donohue recognizes these challenges and developed a proposal that is focused on establishing the foundation of 2025 public bid construction project. The initial phase of services (Phase I) of this contract would provide design concepts based on field review walkthroughs, process data review, and staff workshops intended to overview operating, maintenance, and performance issues/concerns. Donohue would subsequently complete an evaluation and produce design concepts based on various recommended strategies. Staff workshops would be hosted to refine evaluations and design concepts from which a draft report would be produced in late November or early December 2024. The total proposed cost for Phase I services totaled \$49,515.

JUSTIFICATION

Donohue was awarded the contract to perform the first conditions assessment on Digester 1 and 2 in 2010 and 2012. This multiyear project revealed the internal condition of each ESD but also led to a number of repairs and improvements involving the following: ESD exterior cover (repairs); ESD draw off selector tubes (modified/improved); Preliminary and Primary Heat Exchangers (repairs); Raw Sludge Blend Tank (replaced); ancillary piping (replaced), and various ancillary components (new). Donohue also recommended improvements which were later implemented as part of subsequent projects (i.e. gas mix compressor glycol coolant system) or would be considered as part of the next ESD inspection (e.g. additional valving for digester isolation, piping additions to facilitate ESD drainage, and improved process instrumentation).

There were many lessons learned as part of the 2010 and 2012 ESD assessment because it was the first time they were taken offline since the 1994 construction. The Donohue team that led the last inspection was instrumental in developing unique approaches that delivered a safe, effective,

and efficient overall project. The same team members would be spearheading the tasks outlined in this Phase I proposal. There was \$75,000 allocated in the 2024 AWWTP budget for a ESD maintenance study which adequately covers the \$49,515 Donohue service fee.

RECOMMENDATION:

I am recommending the approval of a sole source engineering service contract to Donohue as part of Phase I AWWTP Anaerobic Digester Engineering Evaluation in the amount of \$49,515 with a 10% contingency of \$5,000 for a total not to exceed \$54,515.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

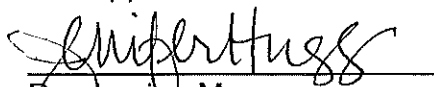
The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

Donahue successfully and efficiently led the last inspection and recommended improvements that were implemented in subsequent projects. The team responsible for the last inspection would be assigned to Phase I, offering unmatched familiarity and ability to oversee this project.

PROPOSED DETAILS
Requesting dept: Appleton Wastewater Treatment Plant
Product/service: Phase I- AWWTP Anaerobic Digester Engineering Evaluation
Vendor name: Donohue
Total cost: \$49,515 w/ 10% contingency of \$5,000 for a total not to exceed \$54,515

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

8/23/24
Date



DEPARTMENT OF
UTILITIES

Department of Utilities
Water Treatment Facility
2281 Manitowoc Rd.
Menasha, WI 54952
p: 920-997-4200
f: 920-997-3240

www.appleton.org/government/utilities

MEMORANDUM

Date: August 22, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: John Pogrant, Water Operations Supervisor
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Director of Utilities
Subject: **Finance Committee Action: Sole Source Engineering Services Contract to McMahon as part of Water Tower Booster Pump Improvements in the amount of \$44,500 with a 10% contingency of \$4,400 for a total not to exceed \$48,900**

BACKGROUND:

The City of Appleton water distribution system consists of a Appleton Water Treatment Facility (AWTF), four elevated storage tanks, one standpipe, one reservoir, two booster pumping stations, two valve stations and approximately 380 miles of transmission and distribution water mains. The water system is separated into three pressure zones to meet the service needs of the customers (Main, Ridgeway, and North). The distribution system is essential in providing fire flow capacities even during a power outage. Per Wisconsin Administrative Code NR 811, the minimum and maximum normal static pressure in the distribution system shall be 35 pounds per square inch (psi) and 100 psi, respectively. The distribution system pressure must also be maintained at a minimum of 20 psi under emergency conditions.

Previous hydraulic evaluations and more recent field measured pressure readings have indicated relatively low water system pressure between approximately 35 psi and 40 psi in the Southpoint Commerce Park and along East Midway Road (the area immediately south and southeast of Highway 441). Although pressures do not fall below regulatory standards, the pressures are likely less than those generally desired by customers, including potential new industrial customers as noted in the 2019 Master Distribution Plan. The Master Distribution Plan suggested water system improvements intended to increase pressures in this area. The suggested improvements included a reservoir, booster pumping station, a control valve station, an elevated storage tank, and the closing of gate valves to isolate a new pressure zone (i.e. Southeast Pressure Zone). The total costs for construction of these improvements in 2019 was projected to be at least \$3,000,000.

The 1.0-million gallon (Mgal) Matthias Water Tower is located adjacent to Fire Station No. 2 at 1801 South Matthias Street was constructed in 1988. At that time, the Matthias Water Tower was at the periphery of the City's distribution system and the more centrally located Water Street Filtration Plant was still in use. That changed with the 2001 construction of the Manitowoc Road AWTF which altered the hydraulic grade. Due to the tower's proximity to the "new" AWTF, the distribution system hydraulic grade line at the Matthias Tower is consistently above overflow elevation. As a result, the altitude valve at the tower remains closed, and the water in the tower would have very little turnover

without the aid of an onsite pumping system. The alternative to pumping is strategically lowering the overall operating pressure of the distribution system at specific times of the day by modulating the AWTF high service pumps. In 2005, the city chose to install small (450 gpm) booster pump at the base of the tower to counter the effects of the new hydraulic grade line to facilitate turnover rather than relying solely on a large diurnal distribution system pressure swing.

The 1.0 MGal Glendale Water Tower was constructed in 2016 and experiences similar operational circumstances to Matthias Tower but not as pronounced. The tower location is further north of the AWTF. As such, the pressure dynamics within this area of the distribution system requires a higher hydraulic grade in order to push water further to the northern extents of the City of Appleton.

In 2021, McMahon Associates, Inc. (McMahon) recommended upsizing the booster pump at Matthias to two 1,000 gallon per minute pumps and adding booster pumps at the Glendale Tower to restore the operational hydraulic profile. Those improvements would in turn allow for a more static pressure setpoint controlled at the AWTF in conjunction with the booster pump improvements to control bleed back into the distribution system that would match diurnal customer demands. It would also mitigate if not eliminate low pressure and high-pressure excursions throughout the distribution system that are currently required to fill and draw from water towers that fall outside of the current hydraulic grade.

The Matthias Tower pumping system has reached its useful life and requires replacement. The 2025 CIP will upsize the pumping system and upgrade the associated controls. The CIP will also add a pump station at the Glendale Tower to ensure water turnover. Additionally, the Wisconsin Department of Natural Resources has reissued the Water Utility's Wisconsin Pollution Discharge Elimination System (WPDES) permit. The permit does not allow for water from the tank to be discharged to the stormwater system such as would be needed during maintenance and inspection events. The CIP would allow for the pumping stations to pump the Glendale Tank water back into the distribution system. With this modification there will not be a need for disposal costs such as sanitary charges or dechlorination chemical treatment costs.

PROPOSAL

McMahon was asked to provide a proposal for professional engineering services that would deliver 90% design documents. The scope of services also includes processes associated with Wisconsin Department of Natural Resources (DNR) and Public Service Commission (PSC) for review and approval. That step is requisite prior to any construction activities could begin in 2025. The McMahon proposal detailed each aspect of the preliminary design work and the associated services required to provide the necessary deliverables that would allow AWTF staff to advance the construction public bid process early in 2025. The proposed cost of design phase services totaled \$44,500.

JUSTIFICATION

The AWTF budget has available funds to cover the proposed \$44,500 in design phase services in 2024. Engineering fees integrated as a function of total construction can be 15% or more depending on the complexity of the scope of work involved. Although the proposed fee by McMahon does not include construction management services, it is well within the anticipated level of effort associated with the design phase work. The 2025 budget identified \$130,000 for design and construction

management services. The funding necessary to administer this contract would be taken from available dollars in the 2024 budget, preserving what has been allocated in the 2025 CIP for construction and construction management services.

McMahon has institutional knowledge dating back to the 1988 Mathias Water Tower construction and 2001 AWTF Construction. The McMahon project manager that is assigned to Matthias and Glendale booster station work was the lead engineer on the previously mentioned projects. This individual has extensive experience across the Midwest with hundreds of different municipal drinking water related projects. Most importantly, he has extensive knowledge of the City of Appleton distribution system and the AWTF that can be leveraged to identify the most cost-effective solution to meet the needs of the city's distribution system. Their proposal reflects the value the city would be receiving which is supported in other recent contracts the city has engaged in with McMahon. It should be noted that the planned 2025 improvements at the Matthias and Glendale Water Towers will provide additional time to critically evaluate and plan for the long term "Southeast Pressure Zone" identified in the last Distribution Master Plan. The tower pumping installations slated in 2025 are to eventually serve as a backup or redundant system for the future pressure zone that will eventually include a new water tower, reservoir, and PRV station.

RECOMMENDATION:

I am recommending the approval of a sole source engineering service contract to McMahon as part of Water Tower Booster Pump Improvements in the amount of \$44,000 with a 10% contingency of \$4,400 for a total not to exceed \$48,400.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

The undersigned certifies that the commodity/service shown below qualifies as a sole source request and meets one or more of the following requirements. The department has demonstrated, and the Purchasing Manager concurs that only one source exists, the price is equitable, and/or noncompetitive negotiation is in the best interests of the City.

- Unique, proprietary, or one-of-a-kind:** Specific commodity/service is required and available from only one source, giving the City a superior and necessary benefit that cannot be obtained from other sources.
- Inadequate competition:** Purchasing solicitation (bid, proposal, or quote) did not result in any qualified vendor responses and competition is determined to be inadequate.
- Health or Safety Concern:** When a health or safety concern exists that is *not* an immediate threat but needs to be addressed in a period that does not allow for formal competitive procurement procedures.
- Continuity of design:** Consistency with current commodity or service.
- Emergency procurement:** A risk of human suffering or substantial damage to real or personal property exists requiring immediate attention.
- Cooperative purchase:** Purchase from another governmental unit contract or state approved purchasing association.
- Other:** Description provided below

McMahon's historical knowledge and demonstrated expertise with the 1988 Matthias Water Tower and 2001 AWTF construction justify this request. Their extensive knowledge of the City of Appleton distribution system will provide the most cost-effective solution.

PROPOSED DETAILS

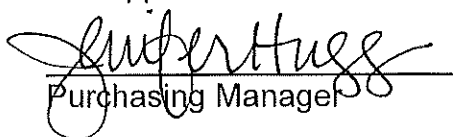
Requesting dept: Appleton Water Treatment Facility

Product/service: Water tower booster pump improvements

Vendor name: McMahon

Total cost: \$44,500 w/ 10% contingency of \$4,400 for a total not to exceed \$48,900

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

8/22/24
Date



DEPARTMENT OF
UTILITIES

Department of Utilities
Wastewater Treatment Plant
2006 E Newberry Street
Appleton, WI 54915
920-832-5945 tel.
920-832-5949 fax
www.appleton.org/government/utilities

MEMORANDUM

Date: August 22, 2024
To: Chairperson Brad Firkus and Members of the Finance Committee
CC: Ryan Rice, Deputy Director of Utilities
Kelli Rindt, Enterprise Accounting Fund Manager
From: Chris Stempa, Director of Utilities
Subject: **Finance Committee Action: Sole Source Engineering Services Contract to Applied Technologies Inc. as part of the AWWTP Column and Plank Storage Upgrades in the amount of \$25,500 with a 10% contingency of \$2,550 for a total not to exceed \$28,050**

BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) produces approximately 25,000 wet tons of biosolids each year. Since the completion of the Sludge Storage Additional project in 2024, the total on site storage capacity increased from 8,994 wet tons to 15,456 wet tons. This total volume now provides 180 days of biosolids storage based on projected biosolids production rates through year 2040. The 180 day storage requirement is specified under Wisconsin Administrative Code NR NR 204.10(1)(b).

Following final completion of the Sludge Storage Additional project, staff identified a design concept that could potentially facilitate more effective storage of the removable wall planks and columns. The current outside storage or laydown area intended to house the concrete planks and steel columns became space limited with the new building addition. The suggested modification to the existing laydown area would mimic how the wall sections are currently installed inside the sludge storage building. This would not only create more functional and effective storage but also provide staff with an adequate outside training space to simulate wall plank and column removal.

PROPOSAL

Applied Technologies Inc. (ATI) was asked to provide a proposal because of their involvement in the last two sludge storage building additions including the original outside removable wall plank and column laydown area. The ATI proposal includes a complete scope of services for design, bidding, and construction management services at a cost of \$25,500.

ATI will review the existing column storage system and identify possible options and locations for storing the additional steel columns and planks there. They would prepare preliminary design concepts for AWWTP that would be discussed as part of a staff workshop. The selected concept from the workshop would then be advanced as part of the public construction bid drawings and construction specifications development. ATI would provide full bidding and contract administration

services such as conducting progress meetings, processing payment applications, shop drawing review, and completion of record drawings.

JUSTIFICATION

ATI has a long history of being part of AWWTP sludge storage building projects dating back to the mid-1990s. In fact, ATI received an innovative design award for the 1997 Sludge Storage Building Addition project which was the first building of its kind to feature removable retaining wall panels and columns. In 2015, ATI designed and oversaw the construction of the outside column and retaining wall storage area which maximized storage space and improved safety over past practices. Most recently, ATI saw to completion the V3 Sludge Storage Building Addition which expanded the total biosolids storage volume of the building to 15,456 wet tons.

The available funds remaining in the Sludge Storage Building Addition project budget would be reallocated for the cost of this service contract.

RECOMMENDATION:

I am recommending the approval of a sole source engineering service contract to ATI as part of AWWTP Column and Plank Storage Upgrades in the amount of \$25,500 with a 10% contingency of \$2,550 for a total not to exceed \$28,050.

If you have any questions regarding this project, please contact Chris Stempa at 920-832-5945.

Encl: Finance Department Sole Source Request Form



SOLE SOURCE REQUEST

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- Other:** Description provided below

Applied Technologies Inc. has been involved with AWWTP since the mid-1990s. Their demonstrated expertise and proven success make them the most efficient and cost-effective vendor for this project.

PROPOSED DETAILS

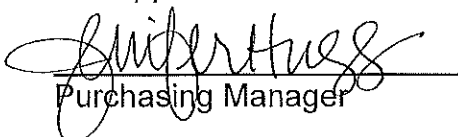
Requesting dept: Appleton Wastewater Treatment Plant

Product/service: AWWTP Column & Plank Storage Upgrades

Vendor name: Applied Technologies Inc.

Total cost: \$25,500 w/ 10% contingency of \$2,550 for a total not to exceed \$28,050

Justification and price quotation provided by the department, for the items to be considered and approved as a sole source purchase attached for review.


Purchasing Manager

8/23/24
Date