



# City of Appleton

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

## Meeting Agenda - Final Finance Committee

---

Monday, September 9, 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

[24-1196](#) 8/26/24 Finance Committee minutes

**Attachments:** [Meeting Minutes 082624.pdf](#)

### 5. Public Hearing/Appearances

### 6. Action Items

[24-1195](#) Request to award Police Station Additional Workstations to Nordon Business Environments in the amount of \$48,100.37.

**Attachments:** [2024 Police Station Additional Workstations Sole Source.pdf](#)

[24-1197](#) Request to approve sole source engineering services contract to McMahon as part of the AWWTP Hauled Waste Station Tank Upgrades in the amount of \$45,700 with a 10% contingency of \$4,570 for a total not to exceed \$50,270.

**Attachments:** [240906\\_SoleSourceAward\\_McMahon\\_L-Building\(003\).pdf](#)

[Sole Source - McMahon.pdf](#)

### 7. Information Items

### 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.*



# City of Appleton

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

## Meeting Minutes Finance Committee

---

Monday, August 26, 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

[24-1147](#)

8/12/24 Finance Committee minutes

**Attachments:** [Meeting\\_Minutes08124.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**

[24-1148](#)

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](#)

**Fenton moved, seconded by Hartzheim, 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

[24-1149](#)

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

**Attachments:** [AWHP Generator Inatallation Project.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

[24-1150](#)

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](#)

**Hartzheim 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

[24-1152](#)

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 FINAL.pdf](#)

**Hartzheim 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

[24-1158](#)

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](#)

**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

[24-1159](#)

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](#)

**Fenton moved, seconded by Firkus, 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

[24-1160](#)

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](#)

**Hartzheim 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

## 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.

**This item was presented.**

[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

This item was presented.

8. Adjournment

**Hartzheim moved, seconded by Croatt, 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**  
Division of Facilities & Construction Management  
1819 East Witzke Blvd.  
Appleton, WI 54911  
p: 920-832-3919  
f: 920-993-3103  
[www.appleton.org](http://www.appleton.org)

**To:** Finance Committee

**From:** Dean R. Gazza, Director of Parks & Recreation

**Date:** September 9, 2024

**Re:** Action: Award "Police Station Additional Workstations" to Nordon Business Environments in the amount of \$48,100.37.

---

The City of Appleton American Rescue Plan Act (ARPA) includes funding for two positions that will be best housed at the Appleton Police Station. City Facilities Management Division does not have furniture in inventory to meet workstation requirements for the two positions, requiring two new workstations that will be funded by ARPA funds.

This memo is a request to sole source a contract to Nordon Business Environments to purchase two new workstations at the Police Station in the amount of \$48,100.37. The amount includes new partition walls and furniture. Though this is a sole source to the only Haworth provider locally, the pricing was competitively obtained by utilizing the US Communities Government Purchasing Alliance Contract.

The City has adopted a standard of using Haworth workstations throughout City of Appleton facilities. By developing a standard, components can be modified or reused as changes are made in the future. Overall, it is typical practice for any organization to adopt a standard to allow for maximum flexibility and usage of the investment since this modular workstation furniture can be set-up in various configurations and components can be deleted/added as needed. Furthermore, Haworth furniture is manufactured in the United States of America, meeting the ARPA buy America requirement.

The City of Appleton is eligible to obtain government pricing which this project qualifies for, therefore ensuring we are getting the lowest possible pricing available through the US Communities Government Purchasing Alliance Contract, Haworth Contract #4400003402.

Please feel free to contact me at 832-5572 with any questions, or by email at [dean.gazza@appleton.org](mailto:dean.gazza@appleton.org).



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](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** September 5, 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 McMahon as part of the AWWTP Hauled Waste Station Tank Upgrades in the amount of \$45,700 with a 10% contingency of \$4,570 for a total not to exceed \$50,270**

---

### BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) Hauled Waste Program generates approximately \$2.5 million dollars annually. The wastes hauled to the AWWTP are primarily generated outside the Appleton Sewer Service Area include leachate and various food process wastes. High strength wastes (e.g. cheese whey, brine, and wash water) are discharged to converted Diffused Air Floatation (DAF) tanks that provide storage and equalization prior being pumped to anaerobic digestion for treatment. The hauled wastes treated in the primary anaerobic digesters generate a substantial amount of methane or biogas which in turn fuels on site boilers that produce building and process heat. This renewable energy source offsets purchased natural gas which translates in an annual savings of approximately \$500,000 per year.

Evidence of coating deterioration has been observed in the original carbon steel receiving station tank (1998 vintage). A one-foot-thick sloped concrete floor used to mitigate solids deposition at tank base still resides in this tank. The protective concrete epoxy coating has also shown signs of deterioration which has resulted in excessive spalling of the underlying concrete. Temporary spot repairs (external patches) were completed on one of the active DAF tanks in 2023. Coating deterioration, the inability to homogenize high strength hauled waste, the lack redundancy (only one location to discharge high strength waste), and the absence of hauled waste tank covers (presently open tanks) incentivized staff to find an opportunity to reconcile needs as part of parallel project occurring in L-Building associated with HVAC improvements. McMahon Associates, Inc. (McMahon) is presently contracted to complete HVAC upgrades at the AWWTP L-Building and was asked to provide a proposal for this work as part of an independent contract.

### PROPOSAL

McMahon was asked to provide a proposal for professional engineering services that would deliver the following deliverables:

1. Provide new hauled-in waste loading pipe on opposite side of building.



2. Provide baffle (rock/grit trap) in Hauled-In-Waste Receiving Tank #1.
3. Add submersible mixers in the two exclusive hauled-in-waste tanks.
  - a. Provide provisions for two in each tank, only install one with project.
4. Provide covers on the two exclusive hauled-in-waste tanks.
5. Modify hauled-in waste inlet pipes to reduce splashing.
6. Provide the following Hauled-In-Waste Receiving Tank #1 Improvements:
  - a. Remove concrete floor
  - b. Recoat interior of tank
7. Provide the following Dissolved Air Flootation Thickener (DAF) #3 (current operating DAF) Improvements:
  - a. Blast and coat interior of tank
  - b. Replace baffle wall
  - c. Patch corroded steel on west side of tank near the subnatant trough
8. Provide a new pipe connection between Receiving Tank #2 and DAFT #2.

The McMahon proposal detailed each aspect of the preliminary design work and the associated services required to provide the necessary deliverables that would allow AWWTP staff to advance the needed repairs and upgrades concurrently with the L-Building HVAC work. The proposed cost of design, bidding, and construction management phase services totaled \$45,700.

## **JUSTIFICATION**

The AWWTP budget has available funds from the Primary Clarifiers #1-#4 Rehabilitation Project to cover the proposed \$45,700 in professional engineering services. McMahon's fee is consistent with the scope of work required to provide the necessary deliverables outlined in their proposal. McMahon has institutional knowledge dating back to the original 1998 construction of the receiving station tanks and offload containment area. They were subsequently involved with alternative evaluations, operations and maintenance, and capital improvements program projects in 2010, 2012, 2014, and 2018 that pertained to L-Building DAF processes and Hauled Waste Program infrastructure. If this sole source contract with McMahon is approved, the intent would be to fold the plans and specs associated with this scope of work into the L-Building HVAC project. This would facilitate a single public bid process and one construction contract. Savings realized by consolidating those efforts would also be realized by streamlining construction management services and staff efforts to facilitate construction.

The McMahon project manager that is assigned to the current HVAC project work and this proposed scope of work is the same lead engineer assigned to the projects listed from 2010 through 2018. This individual has extensive experience at the AWWTP dating back to the late 1990's including hundreds of other Midwest municipal wastewater treatment projects. He and his team are extremely familiar with the AWWTP and are trusted to provide the services necessary for a successful project. That statement is supported by other recent contracts the city has engaged in with McMahon in recent years including currently active contracts.

## **RECOMMENDATION:**

I am recommending the approval of a sole source engineering service contract to McMahon as part of the AWWTP Hauled Waste Station Tank Upgrades in the amount of \$45,700 with a 10% contingency of \$4,570 for a total not to exceed \$50,270

Finance Committee Memorandum

Sole Source Engineering Services Contract to McMahon: L-Building

Page **3** of **3**

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 involvement with AWWTP dates back to 1998. They have been a trusted partner with a successful track record on multiple projects. Plans for this project would be integrated with the L-Building HVAC project resulting in significant cost savings.

### PROPOSED DETAILS

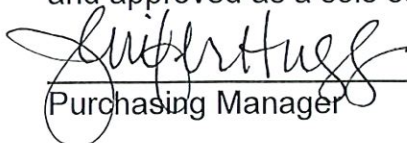
Requesting dept: Appleton Wastewater Treatment Plant

Product/service: Engineering services for hauled waste station tank upgrades

Vendor name: McMahon

Total cost: \$45,700 w/ 10% contingency of \$4,570 for a total not to exceed \$50,270

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

9/6/24  
Date