



City of Appleton

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

Meeting Agenda - Final Utilities Committee

Tuesday, November 12, 2024

4:30 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

[24-1442](#) Approval of the October 22, 2024 Utilities Committee Meeting Minutes.

Attachments: [October 22, 2024 Utilities Committee Meeting Minutes.pdf](#)

5. **Public Hearing/Appearances**

6. **Action Items**

[24-1443](#) Approve single-source award of 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620.00.

Attachments: [2024C Water Quality Modeling Award Memo BC_11-12-2024 Util Cmte_wss.pdf](#)

[24-1444](#) Approve single-source award of 2024D Contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200.00.

Attachments: [2024D Northland Creek Bellaire Drain Study Contract Award Memo BC_11-12](#)

[24-1445](#) Approve Contract Amendment #3 for 2024A Stormwater Management Plan Review Contract with Brown and Caldwell by an increase of \$115,000.00 for a total contract amount not to exceed \$228,000.00.

Attachments: [2024A Stormwater Plan Review Amendment 3 UC Memo 11-12-2024 final.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.

For questions on the agenda, contact Chris Stempa at 920-832-5945 or Laura Jungwirth at 920-832-6438.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final-revised Utilities Committee

Tuesday, October 22, 2024

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, Doran, Firkus and Hayden

Excused: 1 - Heffernan

4. Approval of minutes from previous meeting

[24-1363](#)

Approval of the September 24, 2024 Utilities Committee Meeting Minutes.

Attachments: [September 24, 2024 Utilities Committee Meeting Minutes.pdf](#)

Firkus moved, seconded by Hayden, that the September 24, 2024 Utilities Committee Meeting Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Doran, Firkus and Hayden

Excused: 1 - Heffernan

5. Public Hearing/Appearances

6. Action Items

[24-1364](#)

Approve Wastewater Rate increase of 9% for general service and special hauled waste service and increase compost fee to \$14/cubic yard to be effective January 1, 2025.

Attachments: [WW Rate Increase memo Oct 2024.pdf](#)
[2025 Rate Sheet Attachment A.pdf](#)

Firkus moved, seconded by Hayden, that the Wastewater increase of 9% for general service and special hauled waste service and increase of compost fee to \$14/cubic yard to be effective January 1, 2025 be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Doran, Firkus and Hayden

Excused: 1 - Heffernan

7. Information Items

[24-1366](#)

Utilities Department Mission Statement Change

Attachments: [2401017 UtilitiesMissionStatementChange.pdf](#)

The new Utilities Department Mission Statement change was presented.

[24-1367](#)

2025 Utilities Department Budget Discussion

The 2025 Utilities Department Budget was discussed.

[24-1374](#)

Monthly Reports for September 2024:

- Water Distribution and Meter Team Monthly Report - September

Attachments: [9 - September 2024 Water Main Breaks.pdf](#)

[9 - September 2024 Water Main Breaks CORRECTED 102324.pdf](#)

The monthly report was reviewed.

A corrected report is attached.

8. Adjournment

Hayden moved, seconded by Firkus, that the Utilities Committee Meeting be adjourned at 4:46 p.m.. Roll Call. Motion carried by the following vote:

Aye: 4 - Meltzer, Doran, Firkus and Hayden

Excused: 1 - Heffernan



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: November 12, 2024

To: Utilities Committee

From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer

Subject: Approve single-source award of 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620.

The Department of Public Works requests approval for the single-source award of the 2024C Contract for Stormwater Quality Modeling to Brown and Caldwell in an amount not to exceed \$53,620. After this contact, \$828,481 will remain in the 2024 stormwater consulting services budget.

In 2022 Brown and Caldwell (BC) completed the Citywide Stormwater Management Plan and updated eight regional stormwater pond models as required by the Wisconsin Department of Natural Resources (WDNR). BC also developed a modeling methodology for Hydrodynamic Separation Devices (HSD) to streamline determination of their water quality efficiency that was accepted by the WDNR. In 2022, DPW updated other regional pond models for the City to further meet the WDNR requirements.

The Citywide Stormwater Management Plan is a dynamic document that involves regular updates, and the WDNR requires the City to make continued progress toward meeting the Citywide Stormwater Plan and the TMDL goals. This project will address both of those needs.

Work on this contract includes:

- Incorporate the updated regional pond models into the TMDL model and update associated tables and maps from the Citywide Stormwater Management Plan
- Apply the WDNR-approved approach for HSD efficiency to a significant portion of the City's HSD inventory

- Incorporate approximately 60 private stormwater practices from site development and subdivisions into the TMDL regional models and update the associated tables and maps from the Citywide Stormwater Management Plan. (The 2022 Citywide Stormwater Management Plan only included private practices that were completed by July 2020, including record drawings, certifications of construction and recorded maintenance agreements.)
- Update the Implementation Plans for the watersheds modified under this contract
- Prepare a Technical Memorandum suitable for reporting to the Wisconsin Department of Natural Resources
- Meetings and project management

This project is included in the 2024 adopted budget. Based upon recently completed projects, efforts on the Citywide Stormwater Management Plan to date, and their continued exceptional level of service, DPW recommends sole sourcing this contract to Brown and Caldwell.



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

Brown and Caldwell's work in developing the original plan that is being updated as part of this contract makes them uniquely qualified to deliver the project cost-effectively.

PROPOSED DETAILS

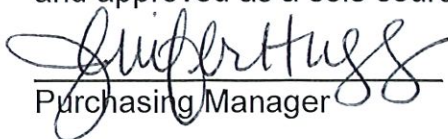
Requesting dept: Department of Public Works

Product/service: 2024C Contract for Stormwater Quality Modeling

Vendor name: Brown and Caldwell

Total cost: Total not to exceed \$53,620

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

11/4/24
Date



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: November 12, 2024
To: Utilities Committee
From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer
Subject: Approve single-source award of 2024D contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200.

The Department of Public Works requests approval for the single-source award of the 2024D contract for Northland Creek and Bellaire Watersheds Stormwater Evaluation to Brown and Caldwell in an amount not to exceed \$301,200. After this contract, \$527,281 will remain in the 2024 stormwater consulting services budget.

In 2021 Brown and Caldwell (BC) was selected through an RFP process to study a portion of the Northland Creek watershed along Morrison Street between Wisconsin Avenue and Glendale Avenue, and Glendale Avenue between Meade Street and Ballard Road. This work required incorporating the existing Bellaire watershed model into the existing Northland Creek watershed model to account for the interconnections between the two watersheds.

Because of this recent work, their recent completion of the Citywide Stormwater Management Plan and their work under the 2022A through 2024A Stormwater Plan Review contracts, BC is very familiar with the history and the previous analyses involving these two watersheds, and will be the most efficient consultant to complete the work.

Work on this contract includes:

- Update the current model from the SCS Type II rainfall distribution and TP-40 rainfall depths to the current NRCS Atlas 14 rainfall distribution and depths.
- Incorporate modeling from the 2021 project to include both entire watersheds.
- Verify the updated model with a sensitivity analysis and correlate results with recent flooding reports.
- Verify and update overland flow paths using current LIDAR data and field observations within the watersheds.
- Incorporate pending tributary area modeling anticipated to be performed by Town of Grand Chute in Town areas, as may be available depending on timing.

- Perform subwatershed-level inlet capacity calculations per inlet data provided by DPW and field observations.
- Run sensitivity analyses for up to 16 concept-level runoff management scenarios using 10-year and 100-year storm events under two different antecedent moisture conditions, to narrow down potential locations and types of practices for more detailed evaluation.
- Evaluate up to 15 different individual storage and conveyance alternative components and present initial findings to DPW for initial feedback.
- For up to five alternative components, evaluate potential conflicts with other utilities and develop cost estimates.
- Develop up to four WinSLAMM models to identify potential stormwater pollution reduction measures that could be incorporated into the alternatives to improve MS4 Permit TMDL compliance.
- As directed by DPW staff, group individual alternative components into three combined alternatives.
- Assist DPW staff with presentation materials for Utilities Committee. DPW staff anticipate presenting combined alternatives to Utilities Committee for action at Committee and Common Council.
- Develop design refinements for a selected combined alternative to facilitate resolution of utility conflicts in preparation for anticipated future design phases.
- Prepare a technical memorandum documenting the procedures, recommended improvements, and conclusions for all tasks under this project.

Based on recently completed projects and their continued exceptional level of service, DPW recommends sole sourcing this contract to Brown and Caldwell.



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.

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- 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

Brown and Caldwell is the most efficient and cost-effective consultant to complete this work due to study completed in 2021, recent completion of the Citywide Stormwater Management Plan, and work under the 2022A-2024A Plan review contracts.

PROPOSED DETAILS

Requesting dept: Department of Public Works

Product/service: Northland Creek & Bellaire Watersheds Stormwater Evaluation

Vendor name: Brown and Caldwell

Total cost: Total not to exceed \$301,200

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

11/4/24
Date



DEPARTMENT OF
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MEMORANDUM

Date: November 12, 2024

To: Utilities Committee

From: Laura Jungwirth, Director of Public Works
Pete Neuberger, Deputy Director of Public Works/City Engineer

Subject: Approve Contract Amendment #3 for 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$115,000 for a total contact amount not to exceed \$228,000.

The Department of Public Works (DPW) is requesting approval of Contract Amendment #3 for the 2024A Stormwater Management Plan Review contract with Brown and Caldwell by an increase of \$115,000 for a total contact amount not to exceed \$228,000.

DPW has continued to receive an unusually large number of Stormwater Management Review submittals as 2024 has progressed. Most notable among these is the approximately 600-acre Thrivent campus, which is very large in physical scope and involves very complex permitting issues related to local, State, and Federal standards.

The extent of review required for the proposed Thrivent project was not anticipated during 2025 budget development and DPW wishes to make use of available remaining 2024 funds to ensure DPW's ability to provide thorough, comprehensive reviews for 2024 and 2025 project submittals.

Work under this contract is charged on an hourly basis and is therefore only used as needed. As with all stormwater management plans, the amount of review required will depend on the quality of the submittals. Staff is requesting this amendment to be prepared for Thrivent's Stormwater Management Plan submittal, which is anticipated in late November.