



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appletonwi.gov

Meeting Agenda - Final Municipal Services Committee

Monday, February 24, 2025

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
[25-0165](#) Minutes from February 10, 2025

Attachments: [02-10-25 MSC Minutes.pdf](#)

5. Public Hearing/Appearances

6. Action Items

- [25-0173](#) Approve College Avenue Lane Reconfiguration

Attachments: [College Avenue Lane Reconfiguration Final Report.pdf](#)

- [25-0100](#) Approve 2025 DPW Fee Schedule

Attachments: [2025 DPW Fee Schedule - redlined.pdf](#)

[Revised 2025 Fee Schedules - redlined.pdf](#)

Legislative History

2/10/25	Municipal Services Committee	recommended for approval
2/19/25	Common Council	referred to the Municipal Services Committee

- [25-0166](#) Approve Contract Amendment / Change Order No. 2 to the Olde Oneida Street Bridge over the power canal Design Services Contract with the Wisconsin Department of Transportation in the amount of \$12,614.13 and a total contract amount not to exceed 120,287.13

Attachments: [DOT Olde Oneida Bridge Design CO2 Memo.pdf](#)

- [25-0167](#) Preliminary Resolution 1-P-25 for Sanitary Laterals, Storm Laterals and Storm Main Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate
Attachments: [1-P-25 Sanitary Laterals, Storm Laterals, Storm Main.pdf](#)
- [25-0168](#) Preliminary Resolution 2-P-25 for Concrete Pavement, Driveway Aprons and Sidewalk Construction be adopted and refer the matter to the Finance Committee to determine the assessment rate
Attachments: [2-P-25 Concrete Paving Sidewalks and Aprons.pdf](#)
- [25-0169](#) Parking changes related to Glendale/Meade safety improvements
Attachments: [Glendale-Meade Lane Use Parking Changes Memo MSC 02-24-2025.pdf](#)
- [25-0170](#) Approve Single Source Design and Construction Related Services Contract with AECOM Technical Services, Inc. for Olde Oneida Street Bascule Bridge in an amount not to exceed \$308,787
Attachments: [AECOM Olde Oneida Bascule w Sole Source Memo.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.appletonwi.gov

Meeting Minutes - Final Municipal Services Committee

Monday, February 10, 2025

4:30 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Pledge of Allegiance

3. Roll call of membership

Present: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

4. Approval of minutes from previous meeting

[25-0088](#)

Minutes from January 20, 2025

Attachments: [01-20-25 MSC Minutes.pdf](#)

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

Aye: 3 - Fenton, Siebers and Firkus

Excused: 1 - Doran

Abstained: 1 - Meltzer

5. **Public Hearing/Appearances**

6. **Action Items**

[25-0089](#)

Approve Contract Amendment #1 for the Real Estate Services contract with Right of Way Professionals, Inc. by an increase of \$3,300 for a total contact amount not to exceed \$25,560

Attachments: [Olde Oneida Bridge Memo ROW Professionals Amend1 .pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0090](#)

Approve ordinance changes related to designated Prevea stalls on 100 W Washington St.

Attachments: [Prevea 100 W Washington Ordinance Changes .pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0091](#)

Approve Ordinance changes related to the A-25 Cherryvale Av Reconstruction Project

Attachments: [Cherryvale Av A-25 Ordinance Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0092](#)

Approve ordinance change related to new traffic signal at the Edgewood/French intersection

Attachments: [Edgewood-French Traffic Signal Ordinance Change.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0093](#)

Approve traffic ordinance changes for Lumbini Estates Subdivision

Attachments: [Lumbini Estates Ordinance Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0094](#)

Approve ordinance changes related to the B-25 Morrison St Reconstruction Project

Attachments: [Morrison St B-25 Ordinance Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0095](#)

Approve ordinance changes related to the A-25 Perkins St Reconstruction Project

Attachments: [Perkins St A-25 Ordinance Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0096](#)

Approve traffic & parking ordinance changes for Trailview Estates South 3 Subdivision

Attachments: [Trailview Estates South 3 Subdivision Ordinance Changes.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0097](#)

Approve Sole Source Purchase of Decorative Streetlight Poles for College Avenue Bridge

Attachments: [College Ave Bridge - Purchase Decorative Streetlight Pole Replacements.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0098](#)

Award Unit T-25 2025 Bridge Underwater Inspections Contract to Ayres Associates, Inc., in an amount not to exceed \$28,000

Attachments: [2025 Bridge Underwater Inspections Award Memo - Ayres.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0099](#)

Approve Contract Amendment #1 for 2025 Repair and Maintenance Program for the Red, Green and Yellow Parking Garages contract with Desman Inc. by an increase of \$8,500 for a total contact amount not to exceed \$104,870

Attachments: [Desman 2025 Ramp Repairs Consultant Services Amendment Memo.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

[25-0100](#)

Approve 2025 DPW Fee Schedule

Attachments: [2025 DPW Fee Schedule - redlined.pdf](#)

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

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran

7. Information Items

8. Adjournment

Siebers moved, seconded by Meltzer, that the meeting be adjourned. Roll Call. Motion carried by the following vote:

Aye: 4 - Fenton, Meltzer, Siebers and Firkus

Excused: 1 - Doran



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

To: Municipal Services Committee

From: Laura Jungwirth, P.E. Director of Public Works
Eric Lom, P.E., City Traffic Engineer

Date: February 20, 2025

Subject: College Avenue Lane Reconfiguration Final Report

In Spring of 2023, the Municipal Services Committee and Common Council approved the College Avenue Lane Reconfiguration 18-month Pilot Project, and construction was completed in July 2023. Staff reports and project updates following completion of the lane reconfiguration were presented to the Municipal Services Committee on February 26, 2024, and November 11, 2024.

Project promotion and public outreach was completed both prior to and during the pilot project by way of a multitude of stakeholder meetings, listening sessions and workshops, and presence at public events. As final traffic data was collected through the end of 2024, Showcase Communications, the city’s Marketing Campaign Consultant for this project, in collaboration with Appleton Downtown, Inc. and city staff, created and distributed a Smart Streets College Avenue Lane Reconfiguration Impact Survey to the downtown Appleton business community to obtain final project feedback.

The final metrics below of the 18-month pilot indicate measurements of project success.

	Before	After	Change
Reportable Crashes (CP100MVMT)*	1,058	923	-12.7%
Segment Volume (ADT)	13,707	13,521	-1.4%
Avg Speed (mph)	20.0	19.4	-3.0%
85 th Percentile Speed (mph)	28.4	27.6	-2.8%
95 th Percentile Speed (mph)	32.1	31.0	-3.4%

*Crashes per hundred million vehicle miles traveled

Before: July 1, 2020 – June 30, 2023

After: August 1, 2023 – December 31, 2024

A presentation will be provided by staff on Monday, February 24th to the Municipal Services Committee and will include a report on project metrics, unveiling of a Project Showcase Video, and a request for final approval of the College Avenue Lane Reconfiguration Project. The presentation materials and dashboard will be posted to the City’s website following the presentation at www.smartstreetsappleton.com



CITY OF APPLETON

Department of Public Works
Engineering Division
100 N. Appleton St. Fl. 5
Appleton, WI 54911-4702
p: 920-832-6474

<https://www.appleton.org/government/public-works>

(Effective January 1, 2024 25)

DEPARTMENT OF PUBLIC WORKS FEE SCHEDULES 2025

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
PERMITS				
*Meter Bags (per bag/per day) – including loading zone meters	\$9.00	Yes, add \$0.50	\$9.50	2011
Ramp Permits – monthly (Red, Yellow, Green Ramps)	\$40.00/ month	Yes, add \$2.20	\$42.20	2023
Access Card Purchase/Replacement	\$3.00 - \$5.00	Yes, add \$0.17 \$0.28	\$3.17 \$5.28	2025
Private Directional Signs (Annual Renewal Fee)	\$20.00 \$10.00	No No		2004
Block Party Permit	\$15.00	No		2011
Street Excavation Permit	\$200 or \$350	No		2024
Street Excavation Permit - Expedited Fee	\$100	No		2024
Street Occupancy (Annual/City-wide)	\$250.00	No		2011
Street Occupancy (Temporary/Permanent)	\$40.00	No		2011
Private Small Cell Wireless – New Poles in Public ROW (one-time fee)	\$500 (1 to 5 poles) \$100 for each pole > 5	No		2019
Private Small Cell Wireless – Collocating on existing City Pole	Annual Fee: \$270/pole/year	No		2019
Snow Removal Hazard Charge	\$75.00 + \$.40 per foot over 100 feet	No		2000
Re-staking / Re-inspection Fee	\$40.00	No		2011

*No Meter bag fee is charged for City sponsored Special events.



CITY OF APPLETON

Department of Public Works
Engineering Division
100 N. Appleton St. Fl. 5
Appleton, WI 54911-4702
p: 920-832-6474

<https://www.appleton.org/government/public-works>

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
OPERATIONS				
Grass Clippings Site Drop-Off	\$4.00/bag	No		2013
	\$40.00/card	No		2013
Appliance Site Drop-Off	Freon \$20.00	No		2004
	Non Freon \$15.00	No		2004
Overflow Tags Curbside Removal	\$4.00/bag	No		2013
Weight Limit Permit	\$50.00 per address	No		
Tires – 18” diameter or smaller. (Limit four per household)	\$12.00/tire	No		2024
Noncompliant Item Curbside Removal	\$250.00	No		2022
AUTOMATED CONTAINERS				
35-40 gallon garbage cart	\$0.60 - \$0.65/week	No		2024 2025
60-65 gallon garbage cart	\$1.20 - \$1.30/week	No		2024 2025
90-95 gallon garbage cart	\$1.80 - \$1.95/week	No		2024 2025
Additional carts	\$2.00 per each 30 gallons	No		2024
95 gallon recycling cart	No Charge			
65 gallon recycling cart	No Charge			
MISCELLANEOUS				
Stolen Construction Sign	\$500.00	No		2022
Administrative Fee (applied to service invoices)	3%	No		2024
Small Tools Fee (applied to applicable service invoices)	3%	No		2024



CITY OF APPLETON

Department of Public Works
Engineering Division
100 N. Appleton St. Fl. 5
Appleton, WI 54911-4702
p: 920-832-6474

<https://www.appleton.org/government/public-works>

(Effective January 1, 2024 25)

DEPARTMENT OF PUBLIC WORKS FEE SCHEDULES 2025

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
PERMITS				
*Meter Bags (per bag/per day) – including loading zone meters	\$9.00	Yes, add \$0.50	\$9.50	2011
Ramp Permits – monthly (Red, Yellow, Green Ramps)	\$40.00/ month	Yes, add \$2.20	\$42.20	2023
Access Card Purchase/Replacement	\$3.00 - \$5.00	Yes, add \$0.17 \$0.28	\$3.17 \$5.28	2025
Private Directional Signs (Annual Renewal Fee)	\$20.00	No		2004
	\$10.00	No		
Block Party Permit	\$15.00	No		2011
Street Excavation Permit	\$200 or \$350	No		2024
Street Excavation Permit - Expedited Fee	\$100	No		2024
Street Occupancy (Annual/City-wide)	\$250.00	No		2011
Street Occupancy (Temporary/Permanent)	\$40.00	No		2011
Private Small Cell Wireless – New Poles in Public ROW (one-time fee)	\$500 (1 to 5 poles) \$100 for each pole > 5	No		2019
Private Small Cell Wireless – Collocating on existing City Pole	Annual Fee: \$270/pole/year	No		2019
Snow Removal Hazard Charge	\$75.00 + \$.40 per foot over 100 feet	No		2000
Re-staking / Re-inspection Fee	\$40.00	No		2011

*No Meter bag fee is charged for City sponsored Special events.



CITY OF APPLETON

Department of Public Works
 Engineering Division
 100 N. Appleton St. Fl. 5
 Appleton, WI 54911-4702
 p: 920-832-6474

<https://www.appleton.org/government/public-works>

Description	Current Fee	Taxable Yes/No	Total	Last Date Updated
OPERATIONS				
Grass Clippings Site Drop-Off	\$4.00/bag	No		2013
	\$40.00/card	No		2013
Appliance Site Drop-Off	Freon \$20.00	No		2004
	Non Freon \$15.00	No		2004
Overflow Tags Curbside Removal	\$4.00/bag	No		2013
Weight Limit Permit	\$50.00 per address	No		
Tires – 18” diameter or smaller. (Limit four per household)	\$12.00/tire	No		2024
Noncompliant Item Curbside Removal	\$250.00	No		2022
AUTOMATED CONTAINERS				
35-40 gallon garbage cart	\$0.60 - \$0.65/week	No		2024 2025
60-65 gallon garbage cart	\$1.20 - \$1.30/week	No		2024 2025
90-95 gallon garbage cart	\$1.80 - \$1.95/week	No		2024 2025
Additional carts	\$2.00 per each 30 gallons	No		2024
95 gallon recycling cart	No Charge			
65 gallon recycling cart	No Charge			
MISCELLANEOUS				
Stolen Construction Sign	\$500.00	No		2022
Administrative Fee (applied to service invoices)	3%	No		2024
Small Tools Fee (applied to applicable service invoices)	3%	No		2024
Water Tap Inspection Fee	\$70.00	No		2025



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: February 24, 2025
To: Municipal Services Committee
From: Chad Weyenberg, Project Engineer
Pete Neuberger, City Engineer / Deputy Director of Public Works
Subject: Approve Contract Amendment / Change Order No. 2 to the Olde Oneida Street Bridge over the power canal Design Services Contract with the Wisconsin Department of Transportation in the amount of \$12,614.13 and a total contract amount not to exceed 120,287.13.

The Department of Public Works is requesting a contract amendment with the Wisconsin Department of Transportation (WisDOT) and EXP US Services (EXP) for Consulting Services for an increase of \$12,614.13 and a total contact amount not to exceed \$120,287.13.

This contract is a three-party contract with WisDOT and EXP, where WisDOT pays 80% and the City of Appleton pays 20%. The total amount of the amendment is \$63,070.64 where WisDOT's share is \$50,456.51 and the City of Appleton's share is \$12,614.13. This amendment is needed based on WisDOT requirements to change the substructure type from drilled shafts to more traditional type. This amendment will allow EXP to provide a design for the bridge; resubmit preliminary plans, to modify the abutment locations and redesign approach slabs and adjacent sidewalks; to update the plans, specifications, and estimates.

Sufficient funds remain in the budget to cover the necessary costs.

SANITARY LATERALS, STORM LATERALS AND STORM MAIN

RESOLUTION 1-P-25

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2021-2022.

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

- Alexander St (Melrose St to Glendale Ave)
 - Bell Ave (Summit St to Richmond St)
 - Bellaire Ct (Atlantic St to cds)
 - Durkee St (Brewster St to Roosevelt St)
 - Lawe St (College Ave to Spring St)
 - Melrose Ave (Alexander St to Ballard Rd)
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: March 5, 2025

Attest: Kami L. Lynch (City Clerk)

CONCRETE PAVEMENT, DRIVEWAY APRONS, SIDEWALK CONSTRUCTION

RESOLUTION 2-P-25

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWERS UNDER SECTION 66.0703 (7) (a), WISCONSIN STATUTES OF 2021-2022.

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.

CONCRETE PAVEMENT, SIDEWALK CONSTRUCTION AND DRIVEWAY APRONS

- Aquamarine Ave (Providence Ave to Amethyst Dr)
- Aquamarine Ave (French Rd to Denali Dr)
- Baldeagle Ct (Peregrine Blvd to cds)
- Baldeagle Dr (Peregrine Blvd to Osprey Dr)
- Denali Dr (Rubyred Dr to Aquamarine Ave)
- Golden Gate Dr (Cherryvale Ave to 200' east)
- Harrier Ct (Osprey Dr to cds)
- Osprey Dr (Harrier Way to Baldeagle Dr)
- Peregrine Blvd (Applecreek Rd to Baldeagle Dr)
- Rubyred Dr (French Rd to Denali Dr)
- Cherryvale Ave (Applecreek Corridor to south city limits)
- Providence Ave (Edgewood Dr to Aquamarine Dr)
- Perkins St (Prospect Ave to RR tracks) (sidewalks only)

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: March 5, 2025

Attest: Kami L. Lynch (City Clerk)



CITY OF APPLETON

MEMORANDUM

Date: 2/19/25

To: Municipal Services Committee

From: Eric Lom, P.E., City Traffic Engineer

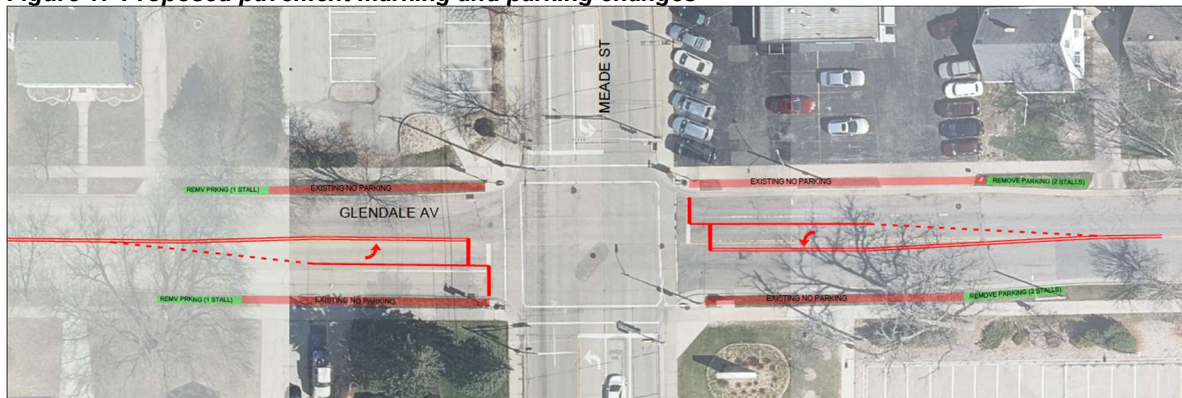
Subject: Parking changes related to Glendale/Meade safety improvements

In an effort to address driver expectation and safety concerns, the Traffic Section has worked over the past 10-15 years to eliminate multi-lane approaches to signalized intersections that lack lane use designations (drivers can turn left or go straight in the left lane; turn right or go straight in the right lane), especially when there is only one receiving lane on the far side of the intersection. While undesignated approaches allow for flexibility and can limit the obstruction of right turns on red, they also can sometimes result in drivers going straight in both lanes simultaneously, which requires both drivers to merge into a single lane as they pass through the intersection, often leading to safety concerns and complaints.

The Glendale/Meade intersection, which handles about 13,800 vehicles per day, is one of the last such intersections, with the eastbound and westbound approaches falling into this category.

With the concurrence of the district alderperson, the Traffic Section is planning to correct this issue in the summer of 2025, by reconfiguring the intersection pavement markings and signage to assign a left-only lane in each direction (no pavement changes). The cost to accomplish this is minimal, but small changes to on-street parking in the vicinity of the intersection are needed. The parking changes, as depicted and described on Figure 1 below, require committee/council approval. Existing parking restrictions on Glendale Av are shown in red, while the proposed parking restriction additions are shown in green.

Figure 1: Proposed pavement marking and parking changes



To accomplish this, the following ordinance action is required:

1. **Create:** "Parking be prohibited on Glendale Avenue from a point 135 feet west of Meade Street to a point 160 feet east of Meade Street."



DEPARTMENT OF
**PUBLIC
WORKS**

MEMORANDUM

Date: February 24, 2025
To: Municipal Services Committee
From: Chad Weyenberg, Project Engineer
Pete Neuberger, City Engineer / Deputy Director of Public Works
Subject: Approve Single Source Design and Construction Related Services Contract with AECOM Technical Services, Inc. for Olde Oneida Street Bascule Bridge in an amount not to exceed \$308,787.

The Department of Public Works is requesting approval to award a single source contract with AECOM Technical Services, Inc. (AECOM) for Consulting Services for an amount of not to exceed \$308,787.

AECOM is currently in a five-year contract to provide consulting services for the Lawe Street and Olde Oneida Street bascule bridges. Services AECOM performed to date include WisDOT movable bridge inspections and bridge rehabilitation reporting. As part of the original five-year contract, AECOM was to provide construction inspection services for the Olde Oneida Street Bascule Bridge in 2022 and 2023. However, due to limited funding availability, the overall project was delayed, and it is now in the 5-year CIP for construction in 2026/2027. With this delay, the scope has also changed beyond the originally planned concrete and structural steel maintenance. DPW is now recommending contract award to AECOM for updated design and construction inspection services. The increased scope now includes mechanical and electrical items in addition to the concrete and structural steel items. AECOM has performed movable inspections on this structure since 2021, has provided other consulting services for this structure dating back to 2004, and has provided excellent service to the City throughout this work; therefore they are uniquely qualified to perform this work efficiently and cost-effectively.

Work under this contract is to be charged as a not-to exceed total of \$308,787, including a lump sum basis for the design (\$155,442) and an hourly basis for the inspection services (\$153,345). Sufficient funds remain in the 2025 bridge budget allocation to cover the necessary costs.



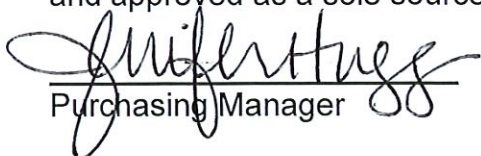
SOLE SOURCE REQUEST

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

PROPOSED DETAILS
Requesting dept: Public Works
Product/service : Consulting services – design & construction inspection
Vendor name: AECOM.
Total cost: Not to exceed \$308,787

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

2/18/2025
Date