



MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Matt Rehbein, Economic Development Specialist

DATE: June 17, 2015

RE: Award Eisenhower Drive gas main project as sole source contract to WE Energies in the amount of \$36,934.20 with a 10% contingency of \$3,693.42 for a project total not to exceed \$40,627.62

The City has received a quote from WE Energies to install gas service in the Southpoint Commerce Park along Eisenhower Drive from Endeavor Dr. to Midway Rd. for \$36,934.20 (Attached). WE Energies is the only utility provider of gas service to this area so no other bids were solicited. This is a sole source contract as such it was reviewed by the City's Purchasing Manager and no concerns were identified.

The proposed contract does allow for additional cost in the event of unusual conditions, delays in our construction schedule or other changes we request, therefore we are requesting approval with a 10% contingency. This work is in the 2015 CIP for Southpoint Commerce Park. Also attached for reference is a map indicating the current locations of gas and electric service in Southpoint Commerce Park.

Staff Recommendation:

Award Eisenhower Drive gas main project as sole source contract to WE Energies in the amount of \$36,934.20 with a 10% contingency of \$3,693.42 for a project total not to exceed \$40,627.62

we energies



P.O. Box 1699
Appleton, WI 54912
Phone 800-972-8856
920-380-3490
www.we-energies.com

May 27, 2015

City of Appleton
Attn: Matt Rehbein
100 N. Appleton St.
Appleton, WI 54911

Subject: Invoice for installation of natural gas main on Eisenhower Dr. for Southpoint Commerce Park

Dear Mr. Rehbein:

Thank you for your application for natural gas facilities. Please review the following information.

Cost details:

- The cost for this project will be \$36,934.20. Additional charges may apply if we encounter unusual conditions, delays in your construction schedule or other changes that you request.
- The cost has been reduced by \$0.00 as credit for 0 meter(s) being set at the time of installation.
- Additional charges will apply if installation is requested from Dec. 1 through March 31.
- Installation cost must be paid in advance of construction.
- This cost is valid for 90 days provided this letter and enclosed drawing are signed and returned with payment, the site is ready, and all other requirements are met.

Payment remittance:

Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.

- Personal check.
- Online at www.we-energies.com/payconstructionbill.
- Phone at 855-570-0998.

Refund details:

- Refunds are available for up to five years after the main installation, paid to the current owner of record of the property for which the main was installed, and will not exceed the amount of the original cost.
- Refunds in the amount of \$1,994.00 will be made for each residential space heating customer connected to this main.
- Refund amounts for multifamily and commercial customers will be individually calculated based on their estimated average annual consumption.

Facility location:

- To avoid damage to underground facilities, you are responsible for locating and marking (with stakes, spray paint or flags) any buried obstructions and private underground facilities like lighting, septic systems, wells, sprinkler systems, etc.
- It is very important that you mark these facilities as We Energies and/or its agents are not responsible for damage to your facilities that are not properly marked before our work begins.

- If you are unable to properly locate and mark your privately owned buried facilities, you can hire a contractor to do it for you.
- For your safety, we will coordinate with Diggers Hotline to have technicians visit the site to locate underground utilities (such as natural gas, electric, phone, cable, sewer and water). The technicians will mark the facilities with flags and spray paint that will fade after a few weeks.

Construction:

- Once all job requirements are met, allow us a minimum three week lead time for scheduling the installation of natural gas facilities.
- Surface restoration in the public right-of-way will be completed according to municipal guidelines.

As a reminder, you need to sign and return a copy of this letter and enclosed drawing along with your payment (if paying by check). If you have any questions, please call me. I look forward to working with you to make your project a success.

Sincerely,



Kevin Roberts
WG District Sales Representative
Phone: (920) 380-3274
Fax: (920) 380-3506

Work request #: 3773941

Estimated date site will be ready for natural gas: _____

Accepted by: _____

Title: _____ Date: _____

P.S. For more information on the application and construction process for new developments, visit www.we-energies.com/contractors/builderdeveloper.

Enclosure

GRADE VERIFICATION FORM

Establishing the final grade on your property is necessary prior to the installation of We Energies underground facilities. To ensure public safety, state and national codes require us to install our facilities at certain depths. If relocation or repair of our facilities becomes necessary because of a grade change greater than 4 inches, you will be billed the full relocation or repair costs.

Project Details

Development Name: Southpoint Commerce Park

Municipality: City of Appleton

Work Request #: 3773941

AUTHORIZATION: I certify that I am the owner, or authorized representative of the owner, of the aforementioned development and that the entire route in which We Energies underground facilities are to be installed is within 4 inches of final grade. I agree that I, or the owner of the property, will pay for any relocation or repair costs incurred by We Energies due to grade change in excess of 4 inches.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

GAS WORK REQUEST



3773941

CUSTOMER NAME: SOUTHPOINT COMMERCE PARK
PROJECT LOCATION: EISENHOWER DR

PREPARED BY: JASON GILLIG
E-MAIL: jason.gillig@we-energies.com

OFFICE #: (902) 380-3466 CELL #:
PROJECT ID: W18373941 IO #: MES21203300
CCS #:

TYPE OF WORK:
 GDM MAIN REPLACEMENT MAIN EXTENSION
 PAVING RELOCATION SERVICE
 OTHER

STAKING REQUIREMENTS:
 SURVEYOR STAKED
 DESIGNER NOT NEEDED YES ROW WR#

RESTORE PRIVATE PROPERTY: WE ENERGIES CUSTOMER
MAIN SIZE, MAT'L FT INSTALL METHOD & FOOTAGE
4" PE 3.060 OPEN TRENCH - 2.765
DIRECTIONAL BORE - 295'

RELATED WR'S
MAIN RETIREMENT WR _____ FOOTAGE _____
SERVICE REPLACEMENT WR _____ NO. _____
SERVICE RECONNECT WR _____ NO. _____

RESTORATION NOTES

- RESTORE ALL DISTURBED AREAS WITH PERMANENT SEED, MULCH AND TACKIFIER, UNLESS NOTED.
- RESTORE ALL DISTURBED AREAS WITH SOIL STABILIZER, TYPE B, UNLESS NOTED.
- RESTORE ALL DISTURBED AREAS INSIDE THE SLOPE INTERCEPT WITH SOIL STABILIZER, TYPE B, UNLESS NOTED. RESTORE ALL DISTURBED AREAS OUTSIDE THE SLOPE INTERCEPT WITH PERMANENT SEED, MULCH AND TACKIFIER, UNLESS NOTED.
- IF DISTURBANCE OCCURS IN WINTER RESTORE WITH SOIL STABILIZER, TYPE B, UNLESS NOTED. FURTHER PERMANENT RESTORATION IS NEEDED. IF DISTURBANCE OCCURS IN SUMMER RESTORE WITH PERMANENT SEED, MULCH AND TACKIFIER, UNLESS NOTED.
- RESTORE ALL DISTURBED AREAS INITIALLY WITH SOIL STABILIZER TYPE B, UNLESS NOTED. FURTHER RESTORATION WITH PERMANENT SEED, MULCH AND TACKIFIER, UNLESS NOTED, IS NEEDED OUTSIDE THE SLOPE INTERCEPT IN SPRING.
- FARM FIELD EXCAVATION SHALL INCLUDE SOIL SEGREGATION, TO FACILITATE THE RESTORATION BACK TO PRE-CONSTRUCTION CONDITIONS.
- RESTORE ALL DISTURBED AREAS, WITHIN ROAD RIGHT-OF-WAY, WITH PERMANENT SEED, MULCH AND TACKIFIER, UNLESS NOTED.

CONSTRUCTION REMARKS:

A TRAFFIC CONTROL PLAN IS REQUIRED FOR THIS NEW SERVICE. PLEASE USE THE PROVIDED PLAN AVAILABLE ON THE DOCUMENTS TAB IN STORMS.

CONNECT THE NEW PE MAIN TRACER WIRE TO THE EXISTING PE MAIN TRACER WIRE AND INSTALL A 1# ANODE AT THE TIE-IN LOCATION(S). QUESTIONS CALL Larry Van Bogelen at 414-587-5936.

PERMISSION GRANTED TO CONSTRUCT AND MAINTAIN FACILITIES AS SHOWN:

Owner/Agent _____ Date _____

CONTINGENCIES & COMMENTS:

DIGGERS HOTLINE / MISS DIG REQUIRED.

WE ENERGIES WILL RESTORE ROW ONLY

WE ENERGIES WILL NOT HAUL SPOIL

CUSTOMER IS REQUIRED TO LOCATE ALL PRIVATE UNDERGROUND FACILITIES PRIOR TO INSTALLATION.

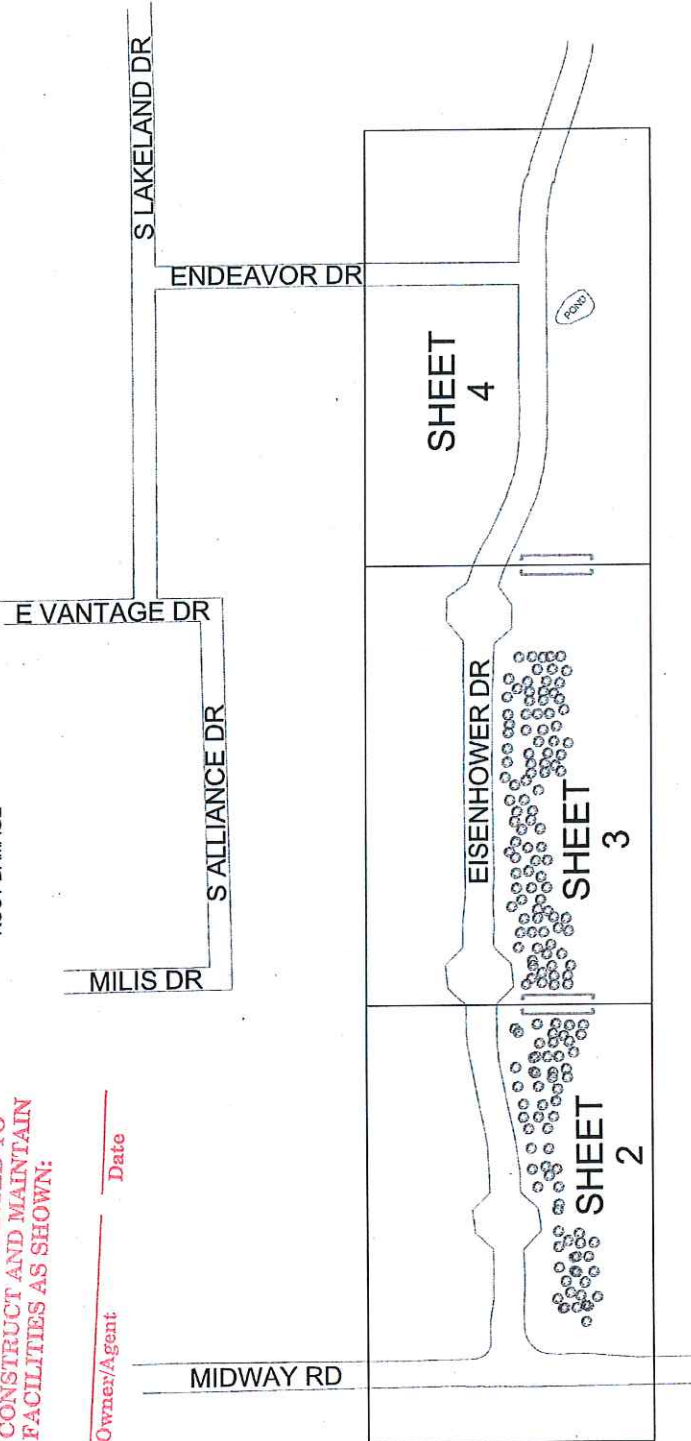
WE ENERGIES IS NOT RESPONSIBLE FOR ROOT DAMAGE

CRITICAL SAFETY RULES - GO:

- 1. Confined space procedures
- 2. Excavation and shoring
- 3. Live gas emergency procedures
- 4. Lock out - Tag out
- 5. Seat belts
- 6. Securing parked vehicles

JOB INFO:

SECTION / TOWN / RANGE: NE1/4 SEC04, T20N, R18E
SITE VISIT COMPLETED BY: JASON GILLIG
JOB OWNER: KEVIN ROBERTS (920) 380-3274



REV.	DESCRIPTION	BY	DATE
0	DESIGN APPROVED FOR CONSTRUCTION	JG	5/21/15

WR 3773941

SHEET 1 OF 4



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GAS WORK REQUEST
3773941

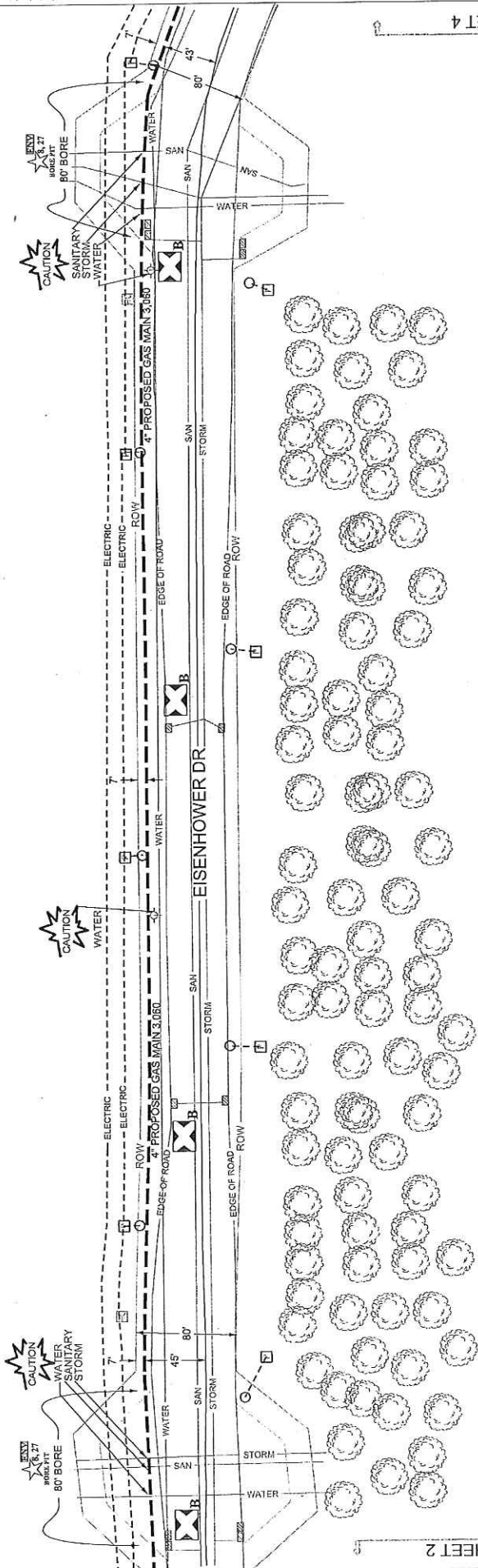


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MILIS DR

SHEET 4

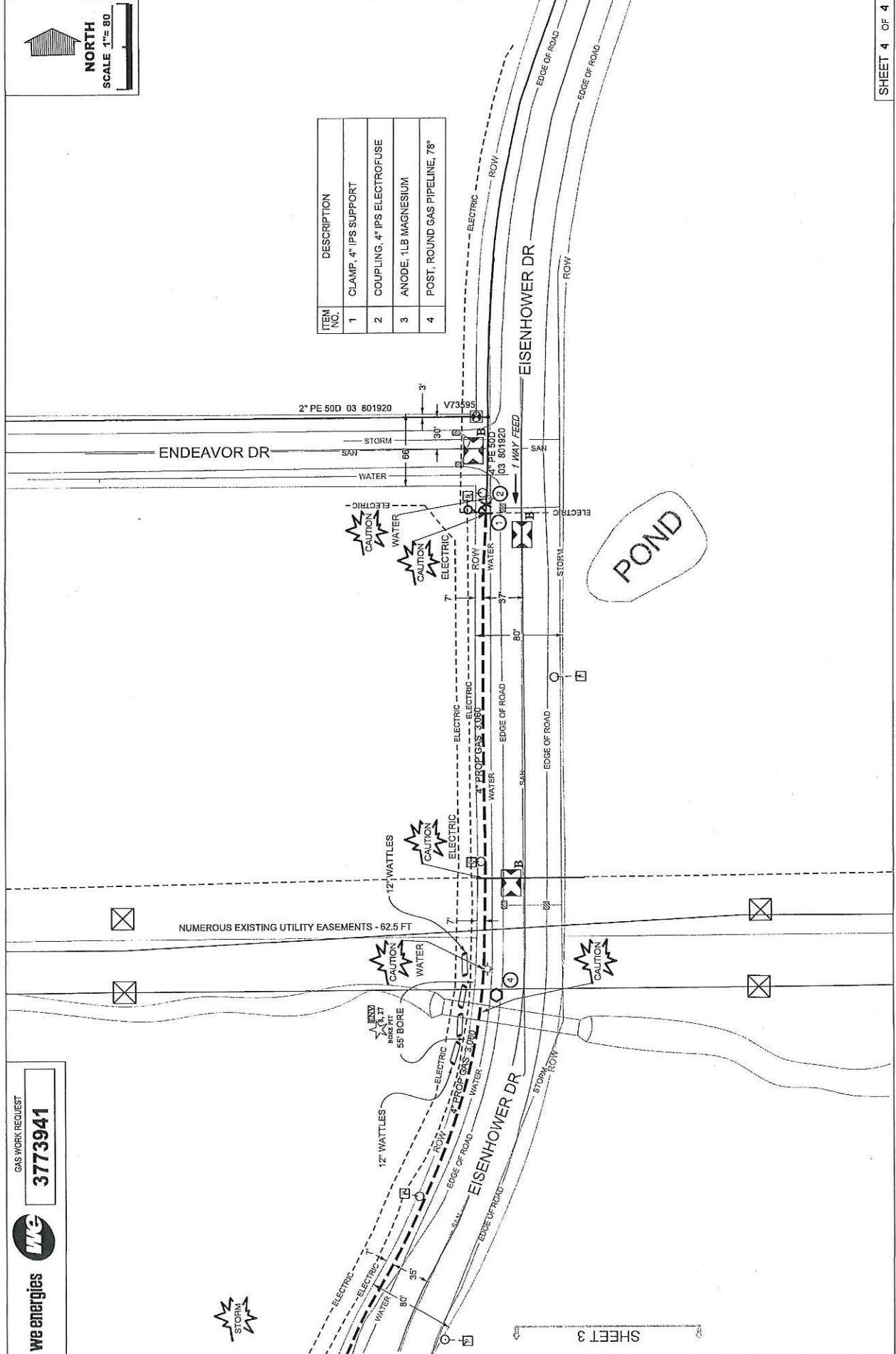
SHEET 3 OF 4



SHEET 2



ITEM NO.	DESCRIPTION
1	CLAMP, 4" IPS SUPPORT
2	COUPLING, 4" IPS ELECTROFUSE
3	ANODE, 1LB MAGNESIUM
4	POST, ROUND GAS PIPELINE, 78"



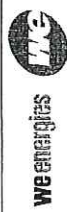
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GAS WORK REQUEST

3773941



SHEET 3



CONVENTIONAL SYMBOLS

- END OF MAIN CAPPED WITH AN ANODE ATTACHED TO THE TRACER WIRE - 2' x 4' EXCAVATION
- VALVE IN AN 8" DIAMETER METALLIC BOX SET TO GRADE
- 17# ANODE ATTACHED TO THE MAIN IN THE SAME TRENCH
- GAS MAIN CUT OFF AND CAPPED 4' x 5' EXCAVATION
- METER CHANGE
- TEST & RECONNECT SERVICE
- REPLACE SERVICE

NOTES:
 Existing facilities should be field verified prior to excavation.
 Utility information shown are from plans and have not been field verified.
 Maintain 12" min vertical clearance at crossing of existing electrical facilities.
 Maintain 6" min vertical clearance at crossing of other existing facilities.
 Maintain 18" min vertical clearance at crossing of existing storm sewer pipes.
 Maintain 5" clearance from storm sewer inlets.
 Staking of route or ROW by surveyor required prior to construction.
 Clearances shown are min distances - reference permit for specific clearance requirements.
 Additional information on excavation, backfilling & clearances can be found in the Gas CRS 201.
 Restore all pavement, ROW, sidewalks, and customer's private property.

WE ENERGIES WORK REQUEST ENVIRONMENTAL NOTES (Notes 1 through 7 apply to ALL work requests)

EROSION CONTROL LEGEND	
	APPROXIMATE BORE PIT LOCATION (WITH & WITHOUT PERIMETER CONTROL)
	INLET PROTECTION, TYPE
	12" WATTLE or 12"/20" SEDIMENT LOG or 9"/20" EROSION EEL
	STONE DITCH CHECK
	SAND or ROCK BAG
	MULCH
	SOIL STABILIZER, TYPE B
	EROSION MAT CLASS I, TYPE A
	EROSION MAT CLASS I, TYPE B
	EROSION MAT CLASS I, TYPE A URBAN
	EROSION MAT CLASS I, TYPE B URBAN
	EROSION MAT CLASS II
	EROSION MAT CLASS III
	VEGETATIVE BUFFER
	TRACKING PAD
	TIMBER MAT
	SILT FENCE
	TEMPORARY SEDIMENT BASIN
	SURFACE WATER FLOW

General

1. If WDNR and/or USACE permits were obtained for the project, all permit conditions shall be met during construction of the project.

Erosion Control

2. If soil disturbance occurs on slopes or channels/ditches leading to wetlands or waterways, or within wetlands, the disturbed areas shall be stabilized and appropriate erosion control Best Management Practices (BMPs) shall be implemented.
3. Erosion Control BMPs shall meet or exceed the approved WDNR Storm Water Management Technical Standards (http://dnr.wi.gov/topic/stormwater/standards/const_standards.html). Refer to We Energies Construction Site Sediment and Erosion Control Standards.
4. Inspect installed erosion control BMPs at least one time per week and after 1/2" rain events; repair as necessary.
5. When temporary stabilization is required (e.g. for winter or short-term construction) prior to final restoration, soil stabilizer shall be installed whenever possible. Erosion mat shall be used temporarily only where appropriate, in accordance with state standards, and when approved by the Operations Supervisor.

Contaminated Soils

6. Whenever soil exhibiting obvious signs of contamination (e.g. discoloration, petroleum or solvent odor, free liquids other than water, buried containers or tanks, or other obvious signs of environmental impacts) is encountered during excavation or installation, cease work immediately, take appropriate immediate precautions to ensure worker health and safety, and contact the Operations Supervisor or Inspector.

Spills

7. If an oil spill occurs during construction, call the Environmental Incident Response Team (EIRT) at 414-430-3478:
 - a. Any quantity of oil is spilled into surface water;
 - b. Any oil spill greater than 50 ppm PCB into a sewer, vegetable garden, or grazing land;
 - c. Any oil spill containing greater than 500 ppm PCB;
 - d. Five gallons or more of oil spilled to the ground;
 - e. Any oil spill involving a police department, fire department, DNR, or concerned property owner.

Notes 8 through 27 apply as noted at specific points within each work request:

- Dewatering**
8. Dewatering of pits or trenches shall be done in accordance with state standards. Use an approved sediment bag, a straw bale dewatering basin, a combination of both, or equivalent.
- Wetlands**
9. As much as practicable, the majority of the work shall be staged from the public roadways and road shoulders, keeping equipment out of adjacent wetlands.
 10. All work shall be conducted to minimize soil disturbance. No rutting will be allowed within the wetlands.
 11. If soils are not frozen or stable to a point that avoids rutting, timber mats, mud tracks, or equivalent shall be utilized to access pole locations.
 12. Excavated soils cannot be stockpiled in wetlands.

Waterways

13. All excess spoils shall be removed from wetlands and placed in a suitable upland location.
14. Trenching and pit excavations within wetlands shall include soil segregation to facilitate restoration or pre-construction soil stratification, and restoration to pre-construction elevations.
15. Poles scheduled to be removed, and that occur within wetland, shall be cut at the ground surface.

Threatened and Endangered Species

16. No work can be performed within the banks or below the ordinary high watermark of any navigable waterways/streams.
17. No crossing of navigable waterways with equipment can occur. Foot traffic is allowed.
18. Any disturbed soil within 75-feet of the ordinary high water mark of any navigable waterways/streams shall be stabilized within 24 hours of construction completion.

Invasive Species

19. Threatened or endangered species are known to occur in the work area. It is illegal to harass, harm, or kill a protected species under state and federal regulations. Proper precautions shall be taken to ensure harm to individuals is avoided.
20. In order to protect the threatened or endangered species, work must be conducted between November 5 and March 15.
21. Exclusion fencing must be installed at the work area prior to March 15.
22. A qualified biologist must be present when conducting work at this location.

Cultural and Historical Resources, cont.

23. State regulated invasive species are known to occur in the work area. Reasonable precautions are legally required to prevent the spread of these species. The Wisconsin Council on Forestry Transportation and Utility Rights-of-Way Best Management Practices should be followed: (<http://council.wisconsinindustry.org/invasives/transportation/>).
24. The project is within or adjacent to an area that is identified by the State of Wisconsin as potentially having Native American artifacts, burial mounds or burial sites, which could be encountered during construction.
25. If human bone or any artifacts are discovered during construction, work must cease immediately. Contact the Environmental Department who will contact the State Burial Sites Preservation Office and determine the next steps that must be taken in order to comply with state law. Work at that site MAY NOT PROCEED until the Environmental Department authorizes it.
26. A qualified archaeologist, as specified under Wis. Stats 157.70 (1) (i) and Wis. Admin. Code HS 2.04 (6), must be present to monitor all ground disturbing activities.

Frac-out Contingency Plan

27. A frac-out contingency plan shall be on-site and implemented accordingly. The contingency plan shall incorporate the following components:
 - a. Continuously inspect the bore paths for frac-outs in order to respond quickly and appropriately.
 - b. Containment materials (e.g. silt fence, straw bales, sand bags, etc.) shall be on site and available should a frac-out occur.
 - c. A vac truck shall be accessible on short notice in order to respond quickly to a frac-out.