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**To:** Chairperson Brad Firkus and Members of the Finance Committee

**From:** Chris Stempa, Utilities Deputy Director

**CC:** Chris Shaw, Utilities Director  
Kelli Rindt, Enterprise Fund Accounting Manager

**Date:** October 30, 2023

**Re:** **Information: Approve Change Order #2 to Staab Construction contract as part of the AWWTP Phase I Belt Filter Press Equipment Upgrades Project totaling a credit of \$6,625 resulting in a decrease in contingency from \$782,175 to \$775,550**

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**BACKGROUND:**

On December 7, 2022 Common Council approved a contract for the Appleton Wastewater Treatment Plant (AWWTP) Phase I Belt Filter Press Equipment Upgrades Project to Staab Construction in the amount of \$5,063,000 with 15% contingency of \$759,450 for a project total not to exceed \$5,822,450. The change order tasks summarized within Table 1 represents work added to the original contract scope of work (per Section IV P of the Procurement and Contract Management Policy) or deleted from, which alters the original contract amount.

**CHANGE ORDER #2**

Change Order #2 reflects the cost for the addition of a HVAC temperature control module (\$1,483) including the additional labor and materials associated with the relocation of the new BFP control panels into the repurposed MCC room (\$6,841). This change order also includes a credit for incorporating a Martin tensioner which eliminated the need for a BFP conveyor pan (-\$1,699). The total amount of the change order results in a deduct to contingency totaling \$6,625.

**Table 1: Change Order (CO) Summary**

CO#	Cost	Description
CO#1	-\$22,725	Cost for filtrate pipe, credits for reusing aluminum grating, elimination of 4 plug valves, and drainpipe material change
CO#2	\$6,625	<b>Costs for Martin tensioner, temperature control module, relocation of BFP control panels, and credit for elimination of conveyor pan.</b>

If you have any questions regarding the project or the associated change orders, please contact Chris Stempa at 832-2353.