



# CITY OF APPLETON

## MEMORANDUM

**Date:** 5/6/25  
**To:** Municipal Services Committee  
**From:** Eric Lom, P.E., City Traffic Engineer  
**Subject:** Approve Contract Amendment #1 for Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100.

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The Department of Public Works (DPW) is requesting approval of Contract Amendment #1 for the Thrivent Complete Streets Plan Review contract with Alta Planning + Design by an increase of \$20,220 for a total contact amount not to exceed \$45,100. The full cost of this proposed contract amendment will be reimbursed by the developer's escrow fund.

The Thrivent project is extremely large in physical scope and involves complex complete streets issues, necessitating consulting assistance to ensure state and federal design requirements are met. Additionally, the extended design timeline required for the proposed Thrivent project was not anticipated when the original project scope was developed.

Work under this contract is charged on an hourly basis and is therefore only used as needed. As with all plans, the amount of review required will depend on the quality of the submittals. Staff is requesting this amendment to allow for adequate review of the most recent submittals.