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Department of Utilities
Water Treatment Facility
2281 Manitowoc Road
Menasha, WI 54952
920-997-4200 tel.

TO: Chairperson Greg Dannecker and Members of the Utilities Committee

FROM: Utilities Director Chris Shaw

DATE: March 2, 2016

RE: *Award Matthias Tower Contract Amendment #1 to McMahon and Associates, Inc. for Engineering and Field Services in the amount of \$12,000*

BACKGROUND:

The Matthias Tower, located at 1825 Matthias Street in Appleton was taken out of service in May to be cleaned and inspected. Inspections are a regulatory requirement under Wisconsin DNR Administrative Code NR 810.14 and the American Water Works Association (AWWA) C652. McMahon and Associates was the approved engineering firm to complete the cleaning and inspection work. A contract deliverable was to generate a report with their firm's findings. McMahon and Associates reported a number of maintenance items that will require multiple disciplines to complete including electrical work, welding, and metal fabrication. To ensure project success, bidding documents will have to be developed. In addition, contractor oversight with engineering field services deployed will ensure project quality control.

The March 2, 2016 Matthias Tower memo to the Utilities Committee stated:

"upon receipt of the project deliverables, the City may amend the existing contract by mutual agreement or a new contract may be executed between the parties, for additional work" therefore we are also requesting permission to negotiate the contract for the design and development of construction bid documents with McMahon and Associates, provided their work on the Cleaning and Inspection Project is deemed satisfactory".

I have reviewed McMahon's proposed project scope and feel the City will attain good value by retaining their services during the engineering and construction phase of this project. The 2016 Water Treatment Operations Budget includes \$255,000 for engineering and a construction project at Matthias Tower.

RECOMMENDATION:

I recommend the Award Matthias Tower Contract Amendment #1 to McMahon and Associates, Inc. in the amount of \$12,000 for engineering and field services. If you have any questions regarding this project please contact me at ph: 832-5945