



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
Wastewater Treatment Plant  
2006 East Newberry Street  
Appleton, WI 54915  
p: 920-832-5945  
f: 920-832-5949  
[www.appleton.org/government/utilities](http://www.appleton.org/government/utilities)

## MEMORANDUM

**Date:** January 19, 2026  
**To:** Chairperson Brad Firkus and Members of the Finance Committee  
**CC:** Ryan Rice, Deputy Director of Utilities  
Jeri Ohman, Finance Director / Enterprise Accounting Fund Manager  
**From:** Chris Stempa, Director of Utilities  
**Subject: Information: Change Order #8 to Staab Construction contract as part of the AWWTP Phase 2 Belt Filter Press Equipment Upgrades Project totaling \$16,957 resulting in a decrease in contingency from \$26,674 to \$9,717**

---

### BACKGROUND:

On June 24, 2024 Common Council approved the Appleton Wastewater Treatment Plant (AWWTP) Phase 2 Belt Filter Press Equipment Upgrades Project contract to Staab Construction in the amount of \$4,627,000 with 4.65% contingency of \$215,119 for a project total not to exceed \$4,842,119. The change order tasks summarized within Table 1 represent 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 #8

Change Order #8 reflects the labor and material costs associated with several miscellaneous items that were not included in the original scope of work but were necessary to accommodate new equipment and building features, replace components found to be in deteriorated condition, or remove elements that were no longer required following project upgrades. The change order also includes credits totaling \$10,847 for items eliminated from the original scope. The net cost of Change Order #8 is \$16,957.

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

CO#	Cost	Description
CO#1	\$29,457	Replace existing beam smoke detector with linear heat wire fire protection system because of conflicts with new HVAC ductwork.
CO#2	\$28,148	Demo unused fiberglass-reinforced plastic bulk chemical storage tanks, concrete tank bases, concrete secondary containment walls, pumps, and nonfunctional HVAC system within the former dewatering chemical room.

CO#3	\$17,946	Install four pressure sensors with local analog pressure indication (\$13,616) on sludge feed pipes; install two stainless steel wash sink in former Operator office rooms (\$3,507); and install fire hose connection on BFP platform for future maintenance cleaning activities.
CO#4	\$38,757	Demo the existing polymer make-down systems and install new Polydyne Inc. manufactured units. Costs also include electrical and controls integration for SCADA connectivity.
CO#5	\$42,779	BFP #1 and #2 custom fabrication of additional high pressure spray bars to facilitate bidirectional flow for belt washing, filtrate mist guards and protective bellows.
CO#6	\$18,778	Install four Vega pressure sensors to polymer injection rings (includes conduit, electrical, and system integration).
CO#7	\$12,580	Provide gravity backdraft dampers for exhaust fans EF-7 & EF-9 (\$2,519). Credit for not Insulating/painting PVC vent lines (- \$4,873). Masonry repair surrounding an existing drain line (\$669). Fabricate 316L SST washwater collection pans (\$8,897). Relocate drain lines in first floor air handling room (\$5,368)
CO#8	\$16,957	<b>ADDS:</b> Provide Power to Electric Water Heater from Panel L-8 (\$3,242). Connect Duct Smoke Sensor in V-Building to Building Fire Alarm System (\$3,477). Replace RFE Saddle, Union and Gate Valves in Lower Level V-Building (\$2,393). Replace RFE Galvanized Tee, Gate Valve and Galvanized Pipe in lower Level V-Building (\$8,979). Demolish Abandoned Copper Water Line from V-Building to T-Building (\$3,109). Demolish Lab Cabinets and Restore Penetrations in Room V202 (\$3,872). Provide Exterior Hydrant on Roof of V-Building (\$2,750). <b>DEDUCTS:</b> Eliminate Window Treatment in Second Floor Operator's Room (-\$1,380). Eliminate Curtain Wall North of Belt Filter Presses (-\$8,458). Eliminate Painting of Overhead Door in Solids Storage Building (-\$1,009)

**Total \$205,402**

If you have any questions or require additional information regarding this project, please contact Chris Stempa at 920-832-5945.