



DEPARTMENT OF  
**UTILITIES**

**Department of Utilities**  
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## MEMORANDUM

**Date:** February 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:** **Action: Approve Contract Amendment #1 to Donohue as part of the AWWTP Anaerobic Digester Inspection, Maintenance, and Improvements Project to support Phase 5 Construction Services in the amount of \$209,479 increasing the contract amount from \$293,755 to \$503,234**

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### BACKGROUND:

The Appleton Wastewater Treatment Plant (AWWTP) Anaerobic Digester Inspection, Maintenance, and Improvements Project engineering service contract was awarded to Donohue by Common Council on March 5, 2024 in the amount of \$293,755 with a 10% contingency of \$29,376 for a total not to exceed \$323,130. The initial scope was divided into five phases, summarized below. Phase 5 construction management services were excluded at that time because the full scope of work could not be determined until the initial digester assessment was completed.

- Phase 1 – Lower-Level Egg Shaped Digester (ESD) Inspection: Produce Bidding Documents for a qualified Contractor to clean one of the ESDs to facilitate suitable entry into the lower level of the ESD and perform a condition assessment of the ESD.
- Phase 2 – Corrosivity Probe Setup and Data Analysis: Assist AWWTP staff to select and procure a corrosivity probe, install the probe, gather corrosivity data, and analyze the corrosivity data.
- Phase 3 – Engineering Services during the Lower-Level ESD Inspection: Retain a qualified third-party corrosion and coatings inspector to review the condition of the coating and steel inside the ESD.
- Phase 4 – Produce Bidding Documents for Top-to-Bottom ESD Inspections and Other ESD Work: Produce Bidding Documents for a qualified Contractor to clean both ESD so they are suitable for a thorough inspection throughout their entire height: from top to bottom.

## **AMENDMENT PROPOSAL**

Donohue was asked to submit a proposal for Phase 5 construction management engineering services. This continuation ensures consistency in administering and overseeing the plans and specifications Donohue developed during earlier project phases.

Contract Amendment No. 1 also reflects a \$37,000 credit resulting from design services that were ultimately not required for the impressed current cathodic protection system, following confirmation of the steel condition at the lower elevation of Digester No. 1. After application of this credit, the total compensation for the services outlined in Donohue's amendment proposal is as follows:

Original Design Contract Value =	\$293,755
Design Services Credit =	-\$37,000
<u>Construction Phase Services =</u>	<u>\$246,479</u>
<b>Total Contract Value after Amendment 1 =</b>	<b>\$503,234</b>

## **JUSTIFICATION**

Approval of Contract Amendment No. 1 is warranted based on Donohue's long-standing involvement with AWWTP anaerobic digester inspection and improvements work dating back to 2010. Through Phases 1–4, Donohue has developed substantial institutional knowledge of the ESDs' condition, corrosion environment, and design intent, as well as a clear understanding of the operational constraints and importance of administering this work without jeopardizing treatment, regulatory compliance, or safety.

Retaining Donohue for Phase 5 ensures continuity of oversight, preserves design intent, reduces project risk, and avoids the inefficiencies of onboarding a new engineering firm. Given the technical complexity and phased nature of this work, continuation of services is the most practical and cost-effective path to successful project delivery.

## **RECOMMENDATION:**

This amendment increases the Anaerobic Digester Inspection, Maintenance, and Improvements Project contract with Donohue from \$293,755 to \$503,234. Funding will come from carryover dollars identified in the 2025 CIP and O&M budget. No additional contingency funds are requested.

If you have any questions regarding this project, please contact Chris Stempa at ph: 832-5945.